



ADMINISTRATION

ORDER

No. 01/Corona (Covid-19)/Misc./2021-2022

06 January, 2022

Subject: Clarification to order issued by the University on 05.01.2022 on preventive measures to contain the spread of Novel Corona virus (COVID-19) - Attendance of Central Government officials

Attention is invited to point (01) of order dated 05.01.2022, which reads as follows:-

1. All officers of the level of Section Officer/equivalent grade and above are required to attend their offices on regular basis. However, the officials below the rank of Section Officer of various Schools/Centres/Departments of the University are required to attend their offices as per the roster. For regulating the attendance of staff, all the department heads prepare rosters so as to ensure that required numbers of staff attend office every day.

It is further clarified that physical attendance of employees of the University below the level of Section Officer shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by the Section Heads/Departments concerned so as to ensure that required numbers of staff attend office every day.

This issues with the approval of the Competent Authority.


(PROF. RAVIKESH)
REGISTRAR

Circulation:

1. All concerned
2. Librarian
3. Chief Medical Officer (SAG)
4. Chief Security Officer
5. Director, CIS – with the request to display the above circular at the University Website/e-office/other online platforms.