

RC/RG/158

Dated: 05.01.2022

OFFICE ORDER

In view of DoPT OM F. No. 11013/9/2014 Estt A-III dated 3rd January 2022, MHA Order NO 40-3/2020-DM-I (A) dated the 27th December, 2021 and University of Delhi order no. Estab. II (i)/330/COVID-19/M/2021/18 dated 05th January, 2022 regarding spurt in cases of COVID-19, the following measures are enforced in the University of Delhi and its College with immediate effect:

- (i) Physical attendance of employees of the University/ College 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 be prepared accordingly by all the section Heads/ Departments concerned.
- (ii) All officers of the level of Section Officer and above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) All officer/staff residing in the containment zone shall be exempted from coming to officers till the containment zone is denotified.
- (v) Those officer/staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (vi) The Staff (Teaching and Non-Teaching) unable to attend the institution as per duty roster due to personal reasons shall have to apply for suitable leave.
- (vii) **The Teaching & Non- Teaching staff shall not leave station without prior permission/ approval of Competent Authority. Further, they may apply for leave while leaving the station.**
- (viii) All officers/ Staff have to ensure strict compliance with Covid- appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.


Prof. Rajesh Giri
Offg. Principal

5.1.2022

- Copy to:
- 1) Bursar/A.O.
 - 2) Librarian
 - 3) S.O. Accounts/ S.O. Admin
 - 4) Lab Incharge, Physics & Electronics
 - 5) Lab Incharge, Chemistry
 - 6) Care Taker
 - 7) College website.

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Prof. Rajesh Giri
Offg. Principal