

INDIRA GANDHI NATIONAL OPEN UNVIERSITY
MAIDAN GARHI, NEW DELHI - 110068
(ADMINISTRATION DIVISION)

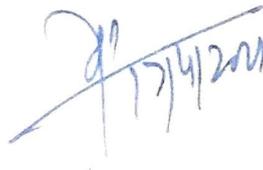
F. No. IG/Admn./2021/ 3223
Dated: 17th April, 2021

CIRCULAR

Sub: Preventive measures to contain the spread of COVID-19 - regarding

1. Kind attention is invited to the Office Order dated: 10.04.2021, issued by the Delhi Disaster Management Authority, Govt. of NCT of Delhi, Office Memorandum dated: 15.04.2021, issued by Govt. of India, Ministry of Home Affairs and a communication dated: 16.04.2021 issued by Ministry of Education, Deptt. of Higher Education on the subject cited above.
2. In view of the unprecedented surge of the COVID-19 cases, wherein the following instructions/guidelines for strict compliance has been conveyed to prevent its spread in work places, hence it has been decided as under:
 - A. The Directors of Schools/Heads of Divisions/Departments/Centres/Cells/Regional Centres/Regional Evaluation Centres are requested to prepare a weekly roaster to ensure that 50% of Group-B and C employees may attend office every day and the remaining 50% staff may be advised to work from home. It should also be ensured that attendance of at least one person per Section is maintained.
 - B. All Group-A or equivalent officers are to attend office on regular basis and a specific approval may be taken from the respective HOD for work from Home, if necessary.
 - C. All officials who are working from Home on a particular day, as per the roaster drawn up, should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigency of work.
 - D. All officials residing in the containment zone shall continue to be exempted from coming to office till the containment zone is denotified.
 - E. All officials who attend office shall strictly follow covid appropriate behavior including wearing of mask, physical distancing, use of sanitiser and frequent hand washing with soap and water.

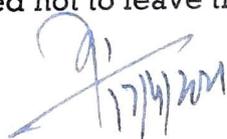
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- F. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- G. Meeting, as far as possible, to be conducted through video-conferencing.
- H. Entry of outsiders/visitors to be curtailed appropriately.
- I. All employees of the age of 45 years and above are advised to get themselves vaccinated.
- J. Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:
- i. 9.00 AM to 5.30 PM
 - ii. 9.30 AM to 6.00 PM
 - iii. 10.00 AM to 6.30 PM
- K. These advisories would be applicable with immediate effect and will remain enforce until further communication.
- L. The instructions **regarding attending office by only 50% of staff** envisaged in this circular shall not be applicable to the Departments/Sections of the University engaged in providing essential/emergency services and the In-Charge of the following Departments/Sections must ensure that the following services remain functional as usual:

S. No.	Department/Section	Status
1	Security	Fully Operational
2	Health Centre	Fully Operational
3	Housekeeping	Fully Operational to ensure sanitation and allied services (except Saturday & Sunday)

- M. All staff, including teaching and non-teaching employees, posted at the Schools/Divisions/Units/Centres/Cells of the University are also hereby instructed not to leave the headquarters without permission.


17/4/2021

3. Accordingly, all officers/officials are requested to kindly take note of the above decision for the appropriate action.

This issues with the approval of the Competent Authority.

“Stay safe and healthy”


17/4/2021
(Dr. V. B. Negi)
Registrar (Admn.) I/c

Distribution:

- 1 *All the Directors of Schools/Heads of Divisions/Units/Centers/Cells*
- 2 All Regional Directors/In-Charges of Regional Centres/Regional Evaluation Centres
- 3 DD,VCO for information of the Vice Chancellor
- 4 PS to all PVCs
- 5 PS to Registrar (Admn.)
- 6 Head, Computer Division with a request to upload the Circular on the University website and forward a copy of the circular on the e-mail id of all the employees
- 7 Circular File
- 8 Office copy