

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

F.No. IG/Admn./Registrar/2021/3227  
Dated: 24th April, 2021

**C I R C U L A R**

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

In view of the continued increase in COVID-19 cases all over the country and in continuation to this Circular No. F.No. IG/Admn./Registrar/2021/3226 dated 20.04.2021, the University has decided to close all the Offices/Schools/Regional Centres and Regional Evaluation Centres from 26.04.2021 to 28.04.2021 in order to contain the spread of COVID-19.

All essential services will remain functional. 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)
4.	CMD	Electricity & Water Services etc.

All important and urgent work may be done as per requirement and online counseling will be held as per the schedule.

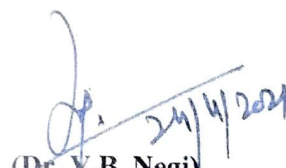
The activities of the University will be carried out through 'work from home'. All the Faculty/Academic/Staff stationed at Headquarters/RCs/RECs may be called during exigencies to attend the office. The Directors of Schools/Heads of Divisions/ Units/ Centres/ Cells/ Institute/ RCs/ RECs may call any staff, including outsourced staff, as per the requirement to ensure the accomplishment of various activities during the above period. In addition, the following activities shall be carried out continuously without any disruption:

1. Monitoring of Student Grievances, Monitoring of Daks, i-GRAM, PG Portal & RTI matters
2. Monitoring of evaluation activities and updation of results of TEE December 2020
3. Monitoring of Assignment evaluation & project evaluation
4. Any other critical activity related to student support services

Further, all staff, including teaching, academic and non-teaching employees posted at the Schools/Divisions/Units/Centres/Cells/ Institute/ Regional Centres/RECs of the University are also hereby instructed not to leave the station without prior permission of the Competent Authority and such person shall be treated on leave due to him/her (EL/CL).

This order is issued with the approval of the Competent Authority.

**"Stay Safe and Healthy"**

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

**Distribution:**

1. Directors of Schools/HODs/Centre/ Institute /Units/Cells
2. All Regional Directors/In-Charges of Regional Centres/RECs
3. DD, VCO – for kind information of the Hon'ble 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