

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

F. No. IG/Admn./2021/ 3279  
Dated: 31<sup>st</sup> May, 2021

**CIRCULAR**

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

In view of the continued high number of cases of COVID-19 all over the Country and in continuation to the Circular No. F.No. IG/Admn./Registrar/2021/3267 dated: 24.05.2021 the University has decided to close all the Offices/Schools/Regional Centres and Regional Evaluation Centres from 01.06.2021 to 07.06.2021 in order to contain the spread of COVID-19 and all the activities of the University will be carried out through 'work from home'.

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 the requirement and online counseling will continue to be held as per the schedule.**

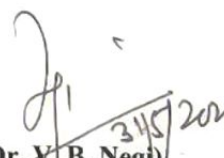
**Any Faculty/Academics/Staff, including outsourced staff, stationed at Headquarters/RCS/RECs may attend the office only when they are called by the concerned Director of Schools/Head of Divisions/Units/Centres/Cells/Institute/Regional Centres/Regional Evaluation Centres and concerned Divisions/Units/Centres/Cells/Institute/Regional Centres/Regional Evaluation Centres will send a copy of such requisition to VCO also.**

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

Also, all the outsourced daily wages staff (Skilled and Unskilled) will be paid salary for all the working days, during the above mentioned period, as per the circular Dated: 11.05.2021 issued by the Administration Division.

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/Units/Cells/Institute
2. All Regional Directors/In-Charges of Regional Centres/Regional Evaluation Centres
3. AR, VCO – For kind information of 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