

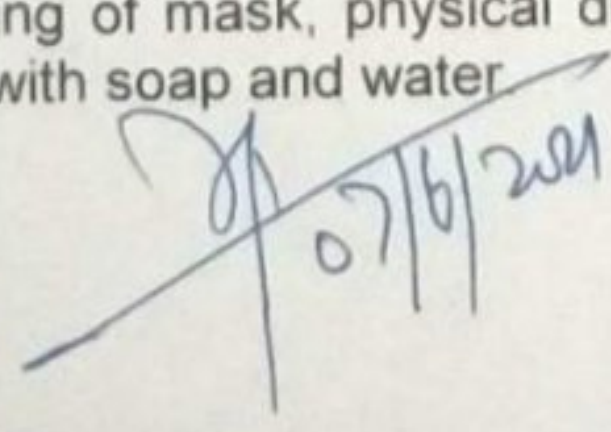
INDIRA GANDHI NATIONAL OPEN UNVIERSITY
MAIDAN GARHI, NEW DELHI – 110068
(ADMINISTRATION DIVISION)

F. No. IG/Admn./2021/ 3284
Dated: 07th June, 2021

CIRCULAR

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

1. Kind attention is invited to the letter No.: F. No. 44011/2/2021-E-IV of Department of Higher Education, Ministry of Education, Govt. of India dated: 16.04.2021 and Order dated: 05.06.2021 issued by the Delhi Disaster Management Authority, Govt. of NCT of Delhi
2. The situation of COVID-19 in the country has improved and the number of COVID-19 cases and positivity rate has declined. Therefore, following has been decided:
 - All Teachers, Academics, Group-A and equivalent officers are to attend office on regular basis.
 - The Directors of Schools/Heads of Divisions/Departments/Centres/Cells/Institute/Regional Centres/Regional Evaluation Centres are requested to prepare a weekly roster to ensure that 50% of Group-B and C employees attend the office every day and the remaining 50% staff may be advised to work from home.
 - All officials who are working from Home on a particular day, as per the roster 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.
 - All officials residing in the containment zone shall continue to be exempted from coming to office till the containment zone is de-notified. Such officials shall submit the copy of the Notification/Order declaring their residence as containment zone.
 - Directors of Schools/Heads of Divisions/Departments/Centres/Cells/Institute/Regional Centres/Regional Evaluation Centres are requested to prepare a weekly roster and forward the same to the Administration Division by 08.06.2021 upto 06:00 PM.
 - 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


07/6/2021

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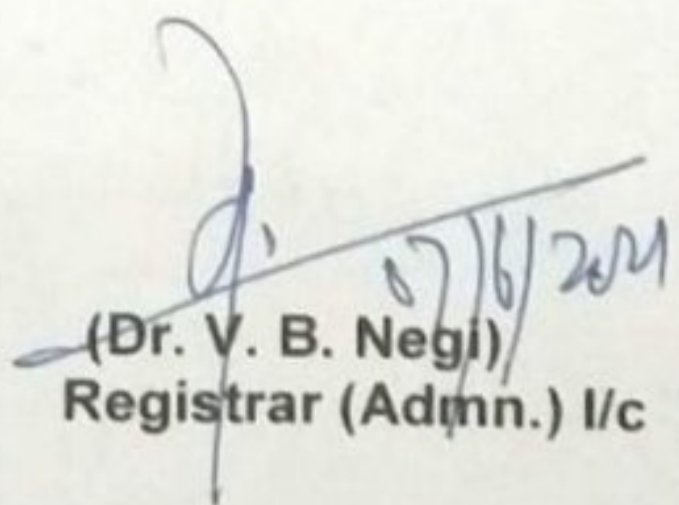
- Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- Meeting, as far as possible, to be conducted through video-conferencing/virtual mode.
- Entry of outsiders/visitors to be curtailed appropriately.
- Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that six groups of employees may be formed and asked to attend office as per the following timings:

S. No.	Category of Employees	Reporting Timing
1.	Teachers, Academics & Group A and equivalent officers	10:30 AM
2.	Group B & C Officials	10:00 AM
3.	D/W (Skilled/Unskilled)	09:30 AM
4.	Housekeeping Staff	07:00 AM
		10:00 AM
5.	Mali	07:00 AM
		10:00 AM
6.	Security	As per their shift timing

- These advisories would be applicable with effect from 08.06.2021 and will remain enforce until further communication.
3. All Regional Centres/ Regional Evaluation Centres will follow the instructions of the concerned State/UT Govt. regarding unlocking guidelines issued under Disaster Management Act of respective State of the offices. All Regional Directors/In-Charge will inform the status of opening of Regional Centres/ Regional Evaluation Centres to Regional Services Division and Administration Division accordingly.
 4. Accordingly, all officers/officials are requested to take note of the above for the appropriate action.

This issues with the approval of the Competent Authority.

"Stay safe and healthy"


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

Distribution:

- 1 All the Directors of Schools/Heads of Divisions/Units/Centers/Cells/Institute
- 2 All Regional Directors/In-Charges of Regional Centres/Regional Evaluation Centres
- 3 AR,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