No. D. 1528 /Gen

1. All Deans of the Faculty/DSW
2. All Chairmen of the Departments of Studies
3. All Principals of Colleges/Polytechnics/Schools
4. All Heads of Centres/Cells/Sections/Units etc.
5. All Coordinators/Directors of the Centres/Units/Cells etc.
6. Proctor, AMU
7. Public Relations Officer, AMU

Subject: Preventive measures to contain the spread of COVID 19.

I am directed to enclose herewith a copy of the Office Memo. No. 11013/9/2014 –Estt (A-III) dated 19th March 2020 of the Addl. Secretary to the Govt. of India, Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel & Training, New Delhi issuing the instructions regarding functioning of the office in order to prevent the spread of COVID 19.

You are, requested to abide the instructions given at point (i), (ii), (iii), (vi) and (vii) of the aforesaid Office Memo. Action taken report may also kindly be sent to the office of the undersigned for kind information of the Registrar/Vice-Chancellor within three days.

(S.M. Rizwanur Rahman)
Joint Registrar (General)

Encl: As above

Copy to:
1. Assistant Registrar, VC’s Secretariat,
2. PA/PS to Registrar/Finance Officer/Controller of Examination
Office Memorandum

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

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) 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:

(a) 9 AM to 5.30 PM

(b) 9.30 AM to 6 PM

(c) 10 AM to 6.30 PM

(iii) The 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 communication at all times. They should attend office, if called for any exigency of work.
(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT
OFFICE MEMORANDUM

Subject – Preventive measures to contain the spread of COVID-19.

In partial modification of this Ministry’s O.M. of even number dated 19-03-2020, the undersigned is directed to refer to DoPT O.M. No. 11013/9/2014-Estt (A-III) dated 19-03-2020 (copy enclosed) on subject mentioned above vide which Head of Departments of all Ministries have been instructed to ensure that 50 per cent of Group B and C employees are required to attend office every day and the remaining 50 per cent staff should be instructed to work from home. Those at home will be available on electronic communication.

2. Accordingly, all Divisional Heads in both the Departments may decide deployment of staff (Group B & C) working under them as per above orders. In addition, the scheme of staggered timings for employees in duty may also be ensured.

3. All Bureau Heads are also requested to issue necessary instructions for compliance of above in Autonomous/Attached/Subordinate offices under their control.

4. These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

Encl – A/a

(Syed Ekram Rizvi)
Director (Admin.)

To:

1. All Bureau Heads of both the Departments of MHRD.
2. All Divisional Heads of both the Departments of MHRD.
3. PS to Hon’ble HRM/PS to Hon’ble MoS (SSD).
4. PPS to Secy. (HE/SE&I)
5. JS(A)/Dir(Admin)
6. PAO(Edu.)/DDO(Cash).
7. US(S&S)/US(Vig.)/US(Cash)/US(CDN).
9. CMIS Unit/NIC with the request to reflect the changes on the official website/e-office portal of this Ministry.
10. AICTE/UGC Chairman for suitable instructions to other institutions.