

R. No. 265 / 1st  
Dated 06-7-2020  
Time .....

Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh

Dated: 04.07.2020

D.No. 165/Gen.

**FOR WIDE CIRCULATION**

As per the latest advisory of Department of Higher Education, Ministry of Human Resource Development, Government of India issued vide No. 16-6/2020-U1A dated 30.6.2020 and the earlier advisories of Government of India and Government of Uttar Pradesh following directives are being issued with the approval of the Vice-Chancellor:


1. All are advised to refer to Notification No. 132/Gen dated 23.6.2020 whereby the precautions required to be taken for ensuring the safety of the faculty members/teachers/researchers/non teaching staff and the students still staying in hostels of the University were advised.
2. Faculty members/teachers/researchers are advised to work from home till further orders. The date will be communicated as and when it is advised by the Government of India and Government of Uttar Pradesh.
3. Faculty members/teachers/researchers should utilized this period for various academic activities as per D.O. No. Secy(HE)/MHRD/2020 dated 21.3.2020 of Secretary, Department of Higher Education, Ministry of Human Resource Development, Government of India.
4. For the offices of the University, the Circular No. 92/Gen dated 11.6.2020 (printed overleaf) will be implemented. In addition to this, the respective Head of the Departments/Offices will decide the number of officials attending the office on the basis of exigency requirements.
5. All staff of the Departments/Offices which are providing essential services of the University such as medical services, sanitation, electricity, water, residential hall services, Central Automobile Workshop, Telephone Department, Central Administrative Offices etc. will continue to work as per the directions of their Head of the Departments/Offices.

  
(Abdul Hamid, IPS)  
Registrar

**Distribution:**

1. All Deans of the Faculties/DSW
2. All Chairmen of the Departments of Studies,
3. All Principals of Colleges/Polytechnics/Schools
4. All Provosts of Halls of Residences/NRSC
5. Proctor, AMU/ Public Relations Officer, AMU
6. Director, Computer Centre
7. All Heads of the Sections/Cells/Units/Institutions etc.
8. Asstt. Registrar, VC's Secretariat
9. PS to Registrar/Controller/Finance Officer

E-mail/Coalab / Scpt's  
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Chairman of Coordinating  
CAS, D/o History  
A.M.U., Aligarh

Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh


D. No. 92/Gen.

Dated: 11.06.2020

FOR WIDE CIRCULATION

In partial modification of the Circular vide D. No 78/Gen dated 06.06.2020 wherein it is directed to that all the offices of the University are to be opened with 100% staff from 9.00am to 2.30 pm. w.e.f. 08.06 2020. During the functioning of the offices/sections of the Administrative Block after 08.06.2020, it is observed that due to overcrowding in the offices/sections and to adhere "Social Distancing" norms issued by the Govt. of India, the following modifications are issued to be implemented w.e.f. 12.06.2020:-

1. All offices/sections of the Administrative Block of the University will open from 9.00 a.m. to 5 p.m. with one hour lunch Break except Friday. 50% of the Staff will attend from 9.00 a.m. to 12.30 p.m. and the remaining 50% staff will attend the office from 1:30 p.m. to 5.00 p.m. (except Friday). Respective Head of the Offices/ Sections will decide the duty roster accordingly.
2. The timing for the Friday will be from 8.30 a.m. to 12.30 p.m. 50% of the Staff will attend from 08.30 a.m. to 10.30 a.m. and the remaining 50% staff will attend the office from 10:30 a.m. to 12.30 p.m.
3. All JR/DR/AR/JFO/DFO/AFO/JC/DC/AC and Section officers of the Administrative Block shall attend office from 9.00 a.m. to 5 p.m. with one hour lunch Break (1.30 p.m. to 2.30 p.m.).
4. Thermal Screening and Auto-dispensing Sanitizers are being procured and will be placed in the entry of the Administrative Block. All staff members are directed to go through the thermal screening as well as office sanitization norms issued by the Govt. of India.
5. The other offices/ departments of the University are to be opened with 100% staff from 9.00 a.m. to 2.30 p.m. without lunch break and shall be governed by the Circular vide D. No 78/Gen dated 06.06.2020 and D. No. 88/Gen dated 09.06.2020. If in the opinion of Head of the Office / Department, there is overcrowding in the office/ department, he/she may (by notification) implement the timing as mentioned at "Para 1" & "Para 2" above.
6. Remaining conditions including condition for essential services of University will remain same as notified vide Circular D. No 78/Gen dated 06.06.2020.

  
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