



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

स्थापनाशाखा- II (i)

Establishment Branch-II (i)

कमरा नं. 212, स्थापना खंड

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Tel. No.27001168

F. No. Estab.II(i)/330/COVID-19/M/2020 1667

Dated: 18th September, 2020

OFFICE ORDER

In view of the Office Order dated 02nd September, 2020 and the Parliament Session is in operation the Administrative Operations of the University shall be functional requiring presence of staff by adhering the following:

- 1) All the Officers of the Rank of Joint Registrars, Deputy Registrars, Assistant Registrars, other Group-A Officers and the Section Officers and/In-charge of the sections shall attend office on all working days.
- 2) The Section Officers and/ In-charge of Section shall prepare a duty roster of the staff of the respective sections in such a way that on any given working day not more than 50% of the staffs are present and the remaining staff shall work from home.
- 3) The duty roster of the PA/PS shall be prepared and administered by the concerned officers.
- 4) The staffs unable to attend the office as per duty roster due to personal reasons may have to apply suitable leave. (The staffs under quarantine and/or containment zone are exempted)
- 5) All the precautions/measures proposed in the guidelines issued by the MHA from time to time shall be strictly followed.

This is issued with the Approval of the Competent Authority of the University.


Deputy Registrar (Estab-NT)