



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI  
स्थापना शाखा- II (i)  
Establishment Branch-II (i)  
कमरा नं. 212, स्थापना खंड  
Room No. 212, Establishment Block  
दिल्ली - 110007  
Delhi - 110 007  
Tel. No.27001168

Estab.II(i)/330/COVID-19/M/2020/129

Dated 07<sup>th</sup> June, 2021

**OFFICE ORDER**

In view of order ref No. F.2/07/2020/pt file-III/432 dated 05.06.2021 of the Delhi Disaster Management Authority (DDMA), Government of NCT of Delhi, the University shall adhere to the following:

1. All the Officers of the rank of Section Officer and above or equivalent including Incharges of Sections shall attend the 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 the work of the Section shall not suffer and social distancing be maintained to prevent the spread of COVID-19.
3. The Heads of Department / Faculty / Units shall call any staff as per requirement on all working day for smooth functioning of the concerned Department / Faculty / Unit.
4. The duty roster of the PS/SPA/PA shall be prepared and administered by the concerned officers.
5. The staffs unable to attend the office as per duty roster due to personal reasons may have to apply suitable leave.
6. All the precautions/measures proposed in the guidelines issued by the MHA/DDMA/MoHFW from time to time shall be strictly followed.

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

Delhi,  
07<sup>th</sup> June, 2021

*(Handwritten Signature)*

REGISTRAR

Copy to:

1. The Director, South Delhi Campus, University of Delhi.
2. The Dean of Colleges, University of Delhi.
3. All Deans/ HoDs/Director of the University of Delhi.
4. The Joint Director, DUCC with a request to upload it on the website of the University.