



No.Reg.Off/05(1)/2020

April 19, 2021

OFFICE ORDER

Sub: Preventive Measures to contain the spread of Novel Coronavirus (Covid-19) regarding

In continuation of directives issued by the Institute vide Office Order of even number dated 11.4.2021 and 15.4.2021, in view of exponential increase in the cases of Covid-19 in Delhi/NCR, it has been decided to implement the following additional measures in the Institute with immediate effect:

- (a) **The administrative/non-teaching staff (regular/contractual) upto the level of Section Officer may be allowed to Work from Home.** The Section Officer/ Section In-charge will create a virtual section on MS Teams and the employees/staff working from home will log in at 9.00 a.m. everyday and perform all assigned tasks. In case of any issues arising due to connectivity etc., they should report the same to their Section Officer/ Section In-Charge and remain available on telephone and other modes of communication. They may also be called for duty in the Institute as and when necessary.
- (b) **The administrative/non-teaching staff (regular/contractual) at the level of Assistant Registrar and above may be allowed to work from home on roster basis.** They must attend the office atleast thrice a week. They are authorized to call any staff member(s) considered essential for performance of their duties.
- (c) **While preparing roster for the Division/Section, it should also be ensured that presence of atleast one person per Division/Section is maintained everyday.**
- (d) The officials who are working from home on a particular day as per the roster must be available on telephone and electronic means of communication at all times. They would also be required to attend office, as and when required.
- (e) **All correspondence and files related to administrative and financial matters must be moved and approved digitally/on official mail only. However, all relevant documents required for such approvals must mandatorily be attached while processing these cases. Such approvals must be printed at the very first opportunity and hard copies must necessarily be filed appropriately.**
- (f) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (g) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand wash with soap and water.

Contd...2/-

- (h) The attendance of the officers/staff who will be attending the office physically as well as those who will be attending virtually (work from home) through MS Teams will be forwarded by the Section Officer/In-charge of the Section/Division to the Establishment Division after obtaining approval of the Head of concerned Section/Division latest by 11.00 a.m. everyday. The Establishment Division will compile the same and submit to the Registrar Office on daily basis.
- (i) To safeguard themselves, all employees (Regular/Contractual/Outsourced) are again enjoined to undergo vaccination as per the eligibility specified by the government as soon as possible. Also, for encouraging employees to take expeditious action on this account, it has already been decided to reimburse the cost of vaccination (Rs. 250 per dose) on production of certificate regarding administration of the second dose of vaccine.

The above measures shall come into effect immediately and will remain in force until further orders.

This issues with the approval of the Competent Authority.



(Dr. P.K. Gupta)
Registrar

All Faculty Members/Officers/Employees of the Institute

Copy to:

1. Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus.
2. SM: for updation of this Office Order on the Institute's Website.
3. PS to Director : for information of Director
4. Hindi Officer: For issuance of orders in Hindi
5. All Notice Boards