

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

ADMINISTRATION DIVISION

F.No.:IG/Admn./2020/6552

Dated: 08th October, 2020

CIRCULAR

Sub: **Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance of IGNOU Employees - reg.**

This is in continuation to this Office's Circular dated 2nd September, 2020 reiterating inter-alia, the instructions/guidelines issued from time to time by the Government of India on the subject cited above, for well-being of Government employees and regulating the attendance of employees with staggered timings. Now the Department of Personnel and Training, Govt of India vide its Office Memorandum F.No. 11013/9/2014-Estt.A.II, dated 7th October 2020 has reviewed the matter and issued instructions on the matter. Accordingly, in compliance with the DOPT OM dated 7th October 2020, it has been decided as under:

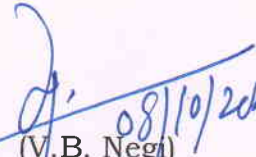
- (a) All the employees of the Indira Gandhi National Open University (IGNOU) including teachers/academics and non-academic staff at the level of Group 'A' and above to attend offices on all working days.
- (b) As regards IGNOU employees below the Group 'A' level, at least 50% of attendance is to be ensured. The Directors of Schools/Heads of Departments/Divisions/Centers/Cells/RCs/RECs shall mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The teachers/academics/officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below:
9.00 a.m. to 5.30 p.m.
10.00 a.m. to 6.30 p.m.
- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified. The staff shall inform, along with notified list of containment zone, in writing to the concerned Directors of Schools/Heads of Departments/Divisions/Centers/Cells and obtain due approval to this effect.


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- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Work from home shall, however, not apply to the Officers, faculty, Academic and non-teaching staff who are involved in the process of examination/evaluation/admission related work at Headquarters and Regional centres, RECs and hence they shall attend office regularly.
- (g) Persons with disabilities and pregnant women employees shall continue to work from home till further orders.
- (h) Directors of Schools/Heads of Departments/Divisions/Centers/Cells shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitizing/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (i) Meetings as far as possible shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (j) All the outsourced staff/Consultants/staff engaged on contract actual basis will attend on regular basis.

2. The above instructions shall be in force with immediate effect. The Directors of Schools/Heads of Departments/Divisions/Centers/Cells/RCs/RECs shall ensure strict implementation of these instructions.

This issues with due approval of the Competent Authority.


(V.B. Negi)
Registrar (Admn.)
08/10/2020

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