



जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University

ADMINISTRATION

No. 01/Admin./Corona (COVID-19)/Misc./2020-21/

Date: 16.04.2021

**CIRCULAR**

In view of unprecedented surge of the COVID-19 cases, it is necessary to take the following measures/steps to prevent its spread in workplace:

1. All officers of the level of Section officer and above are required to attend their offices on regular basis from Monday (19.04.2021) onwards. However, the officials below the rank of Section Officer of various Schools/Centres/Departments of the University are required to attend their offices as per the roster. For regulating the attendance of staff, all the department heads shall prepare rosters so as to ensure that required numbers of staff attend office every day.
2. Staff members who do not attend office on any particular day, as per the roster, shall work from home and should be available on telephone and other electronic means of communication, and would be required to be readily available if their services are needed in the office.
3. All employees, who are at higher risk, i.e., older employees, pregnant women and employees, who have underlying medical conditions, need to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
4. Only asymptomatic officers/staffs shall be allowed to attend the office. Anyone with a mild cold/cough or fever needs to stay at home by applying for a suitable leave.
5. Physical meetings are to be avoided. Meetings, as far as feasible, should be done through online/video conferencing mode.
6. All files will be moved through electronic mode only.
7. Use of lift need to be avoided.
8. Wearing of face masks is compulsory at all workplaces inside the University campus. Proper disposal of used face covers/masks must be ensured.
9. Spitting in public places is strictly prohibited.
10. These instructions shall not apply to the employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19, if any.
11. These advisories would be applicable with immediate effect and will remain in force until further communication.

This issues with the approval of the Competent Authority.

*Anirban Chakrabarti*

[ANIRBAN CHAKRABORTI]  
Registrar

**Circulation:**

1. All concerned
2. Director, CIS– with the request to display the above circular at the University Website/e-office/other online platforms.