



जवाहरलाल नेहरू विश्वविद्यालय
JAWAHARLAL NEHRU UNIVERSITY

नई दिल्ली - ११००६७
NEW DELHI - 110067

डा. प्रमोद कुमार
कुलसचिव

Dr. Pramod Kumar

Registrar No. GF/01/Not./Admn.IV/ 2020

21.05.2020

NOTIFICATION

The Ministry of Home Affairs, NCT of Delhi and DoPT had issued consolidated Revised Guidelines vide even No. 40-3/2020-DM-I(A) dated 15.04.2020, 01.05.2020 & 18.05.2020 on the measures to be taken by the Ministries/Departments and its Autonomous/Subordinate offices of the GoI and Govt. of Delhi guidelines for containment of COVID-19 in the country.

In line with the above orders and in continuation of University Notification dated 18.05.2020, the University issues the following guidelines for functioning of the University with immediate effect:

GUIDELINES FOR ADMINISTRATIVE FUNCTIONING OF JNU TILL FURTHER ORDERS:

1. From 22nd May 2020, Administration Building will be functional.
2. Initially, all offices will function with available staff residing on the campus.
3. All officers heading various sections and those who are residing on the campus shall attend the office in Administration Building on all working days.
4. For regulating the attendance of officers and staff below the level of Deputy Registrar, all Heads of the Departments shall prepare a roster so as to ensure that required numbers of officers and staff attend office everyday.
5. All other officers/staff who are not attending the office on a particular day shall work from home and should be available on telephone and electronic means of communication and are required to be readily available if their services are required in the office.
6. All the teaching/non-teaching employees are required to use Aarogya Setu App.
7. Respective heads need to ensure 100% coverage of this app among the employees.
8. Physical meetings in the administration building are to be avoided. Meetings, Consultations, and discussion of any issues are to be conducted through Teleconference Calls and other trustworthy Social Networking sites.
9. All the gates of the Administration Building shall have thermal scanning.
10. Bio-metric attendance shall continue to be suspended until further orders.
11. Wearing of face masks is compulsory in all workplaces inside the Administration building.
12. Everyone inside the administrative building shall strongly observe social distancing. It should be maintained even during lunch timings.
13. Cafeteria, canteens, and dhabas will not be open until further notice.

14. Central Dak Unit shall remain functional to receive the physical dak/receipts in the Administration building. The physical file will be handled by the Central Dak Unit as per the COVID-19 guidelines.
15. All files will be moved through electronic mode only.
16. Visitors are not allowed inside the Administration building for any work, and they may contact concerned sections through phone, email, or e-office.

This issues with the approval of the Competent Authority.



(PRAMOD KUMAR)
REGISTRAR

Circulation

1. All concerned
2. Director, CIS – with the request to display the above circular in University Website