



जवाहरलाल नेहरू विश्वविद्यालय  
JAWAHARLAL NEHRU UNIVERSITY  
नई दिल्ली - ११००६७  
NEW DELHI - 110067

No. 01/Admn./Corona (Covid-19)/Misc./2020

24 August, 2020

**NOTIFICATION**

In continuation to the University Notification dated 21.05.2020, the following guidelines for functioning of the University with immediate effect:

1. All officers of the level of Section officer and above are required to attend their offices on regular basis from Wednesday (26.08.2020) onwards. The officials (residing in the campus) below the rank of Section Officer of various Schools/Centres/Departments of the University are also required to attend their offices on regular basis. However the officials (residing outside the campus) below the rank of Section Officer of various Schools/Centres/Departments of the University are required to attend their offices as per the roaster. For regulating the attendance of staff, all the department head shall prepare roaster so as to ensure that required numbers of staff attend office every day.
2. All other staff who is not attending the office on a particular day shall work from home and should be available on telephone and other electronic means of communication and are required to be readily available if their services are required in the office.
3. All employees who are at higher risk i.e. older employees, pregnant women and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
4. The employees who are residing in Containment Zones notified by competent authority they should take permission from Registrar of the University to work from home until the containment zone is de-notified. They should produce the containment zone order copy from the Competent Authority, further it shall be responsibility of concern official to report back to the office, immediate after containment zone is de-notified. If any employee and his/her family members tested positive or under home isolation or under home quarantine they will inform with supporting documents immediately to the Registrar.
5. Only asymptomatic officers/staffs shall be allowed to attend the office. Anyone with a mild cold/cough or fever needs to stay at home and they will apply for a suitable leave.
6. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible. It should be maintained even during lunch timings. The incharge/Head of the respective branches will ensure adequate distance between employees and shall be restricted for Inter Departmental movement.

7. Seating arrangement to be made in such a way that adequate social distancing is maintained as far as feasible.
8. Physical meetings are to be avoided. Meetings, as far as feasible, should be done through video conferencing.
9. Bio-metric attendance shall continue to be suspended until further orders. Department head of the respective branches may ensure physical marking of attendance in attendance register.
10. All files will be moved through electronic mode only.
11. Use of lift need to be avoided.
12. Central Dak Unit shall remain functional to receive the physical dak/receipt in the Administration building. The physical file will be handled by the Central Dak Unit as per the COVID-19 guidelines and SOP issued by the University dated 30.06.2020.
13. Visitors including staff working in other buildings are not allowed inside the Administration building and movement from one building to another building and one office to another office is strictly prohibited; for any work they may contact concerned section through phone, email, or e-office or video conference.
14. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
15. Wearing of face masks is compulsory in all workplaces inside the University campus. Proper disposal of face covers/masks shall be ensured
16. Spitting shall be strictly prohibited
17. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
18. All the teaching/non-teaching employees are required to use Aarogya Setu App. Respective heads need to ensure 100% coverage of this app among the employees.
19. Self monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
20. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30<sup>0</sup>C, relative humidity should be in the range of 40-



70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

21. The Controlling officer should ensure that staff called for duty to work has left the campus without meeting any one and are advised to strictly follow the precautionary measures as, contained in Government of India Ministry of Health & Family Welfare SOP on preventive measures to contain spread of COVID-19 in offices, dated 04.06.2020, Government of India, Ministry of Health and Family Welfare , Guidelines on preventive measures to contain spread of COVID-19 Offices dated 11th June 2020 & Government of India, Department of Administrative Reforms and Public Grievances order No. F.No.C-11011/01/2011-Ad.1 (2404) dated 05.06.2020.
22. If it is found that any one is violating the above directions and COVID-19 protocols such violator(s) shall be liable for disciplinary action.
23. In case of any symptoms during the office hour like cough, fever & difficulty in breathing and any kind of emergency the employee should call University Health Centre at 011-26741636, Security Control Room at 011-26704029 (09 A.M. to 05 P.M.), 011-26704752 (24x07). Health Centre remain closed on Sundays, National Holidays, Holi& Diwali. On gazetted holidays and functions from 8.00 A.M to 2.00 P.M and 2.00 P.M. to 9.00 P.M.. He can telephonically contact the designated CMO of the CGHS dispensary inside the Campus for any further guidance or Ministry of health and Family Welfare's 24X7 helpline at 011-23978046.

This issues with the approval of Competent Authority.



**(Dr. PRAMOD KUMAR)**  
**REGISTRAR**

**Circulation:-**

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