



स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2021/OO/212

Date: 18.04.2021

OFFICE ORDER

In pursuance to the Ministry of Higher Education Letter vide Ref. No: F. No. 44011/2/2021-E-IV dated 16.04.2021 on preventive measures to contain the spread of COVID-19 and consequent upon the approval of the Competent Authority, the working of the University shall be observed as under with immediate effect:

1. Deans of Schools and HoD's of the Teaching Departments shall attend the office regularly.
2. Group- A officers (Non-Teaching) shall attend the office regularly.
3. Online teaching classes shall be continued.
4. 50% of Faculty are to attend the University every day and the remaining 50% Faculty will work from home. It should also be ensured that attendance of at least one person per Department be maintained. Concerned HoD's of the Teaching Departments, shall prepare the duty roster for their respective Department.
5. 50% of Non-Teaching employees (Group-B and C) are to attend the University every day and the remaining 50% Non-Teaching employees will work from home. It should also be ensured that attendance of at least one person per section be maintained. Concern Branch Heads/Section Heads/In-charge of Offices shall prepare the duty roster for their respective branch/section/office.
6. All officials who are working from home on a particular day as per the roster drawn up as mentioned on point (4 &5) above should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
7. All officials working from home during working hours shall make themselves available on phone/email and shall perform the duty as and when required.
8. It is reiterated that the faculty and non-teaching staff shall remain present at the Headquarters.
9. The Competent Authority may ask the faculty and staff working from Home to attend the office as per requirement.
10. Above instructions shall not apply to the employees etc. engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19, if any.
11. All the guidelines issued by Central/State Government, District Administration w.r.t COVID-19 pandemic situation shall be followed strictly.
12. Above advisories would be applicable with immediate effect and will remain in force upto 29.04.2021 or until further communication whichever is earlier.

[Handwritten signature]

REGISTRAR

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice Chancellor.
2. PA to Registrar/COE: for kind information of the Registrar/COE.
3. DIA/DSW/Director IQAC/Deans.
4. Deputy Finance Officer/Internal Audit Officer.
5. All HoDs/HoDs(O)/In-charge of Departments, Branch Heads & Section Heads.
6. In-charge Computer Centre, with a request to upload on the University website.
7. All Faculty/Officers/Non-Teaching Staff/Students.
8. Concerned file.

[Handwritten signature]

REGISTRAR