



No. 95 /Est./Admn./2020

Bilaspur, Date: 20/03/2020

Office Memorandum

All the HODs, Deans, Officers, Section Heads, DSW, Chief Warden, Proctor, Medical Officer etc., are hereby directed to ensure the compliance of the DOPT O.M. F.No.11013/9/2014-Estt.A.III, Dated 19-03-2020, UGC letter No. F.No. 1-14/2020 (Website), Dated 19-03-2020 & MHRD letter No. F.No.2-1/2020-U.5, Dated 19-03-2020 (as attached herewith) and take necessary action as per directives contained in the above O.M. & letters in light of preventive measures to be taken related to Novel Coronavirus (COVID-19).

By order

Registrar (Acting)

Endt. No. 96 /Est./Admn./2020

Bilaspur, Date: 20/03/2020

Copy to:

1. PS to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor.
2. P.A. to Registrar for information to Registrar.
3. All Deans of School of Studies for information and necessary action.
4. In-charge, IT Cell with a request to upload this O.M. on the University website.
5. All Head of Department for information and necessary action.
6. Chief Warden for information and necessary action.
7. Dean Student Welfare for information and necessary action.
8. Proctor for information and necessary action.
9. Medical Officer for information and necessary action.
10. All officers for information and necessary action.
11. Office Copy.

Asst. Registrar (Admin)

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM



Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

AR (Admin)
Please put up
19/03/2020

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT



ज्ञान-विद्यया विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

F.No.1-14/2020(Website)

19/03/2020

Subject : Precautions to be taken in the light of Novel Coronavirus (COVID-19)

Ref : Secy(HE)/MHRD/2020 letter dated 18/03/2020

Dear Madam/Sir,

UGC has been issuing advisories from time to time (05.03.2020 and 14.03.2020) for universities and their affiliated colleges regarding preventive measures to be undertaken in the wake of Novel Coronavirus (COVID-19).

Further, reference above, a communication dated 18th March, 2020 has been received from the Secretary, Higher Education, Ministry of Human Resource Development, that adequate precautionary measures are to be taken by the institutions to face the situation arising out of COVID-19. Therefore all the Universities are requested to take the following precautionary measures:

1. All ongoing University examinations may be rescheduled after 31st March, 2020.
2. All evaluation work may be rescheduled after 31st March, 2020

All Educational Institutions to maintain regular communication with the students and teachers through electronic means and keep them fully informed so that there is no anxiety amongst the students, teachers and parents.

All Educational Institutions to notify helpline numbers/emails which students can access for their queries.

All Universities and Colleges are further requested to advice the students, parents, teachers and staff not to panic, and take preventive and precautionary measures to combat COVID-19.

With kind regards,

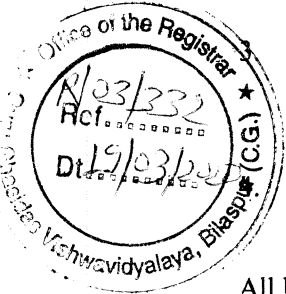
Yours sincerely,


(Rajnish Jain)

To

The Vice Chancellors of All Universities

AR (Admin)
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17/03/2020



URGENT

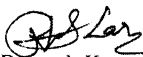
F.No.2-1/2020-U.5
Government of India
Ministry of Human Resource Development
Department of Higher Education
(U.5 Section)

New Delhi, dated the 19th March, 2020


Subject: Advisory on Social Distancing Measure in view of spread of COVID-19 disease-reg.

The Undersigned is directed to forward herewith a copy of D.O. letter No. Z-21020/14/2020-PH dated 17.03.2020 received from Secretary, Ministry of Health and Family Welfare on the subject mentioned above for necessary action and compliance.


Encl.: As above.

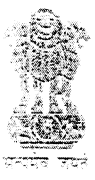

(Ramesh Kumar Sharma) 19/3/2020
Section Officer (HE)
Int: 380

- 707151/2020 AS (T)
- 707151 (i) Sr. EA
- 707151 (1) JS&FA
- " (3) JS(A)
- " (4) JS(Mgt)
- " (5) JS(CU)
- " (6) ADG(Stats)
- " (7) Dir (UGC)
- " (8) DS (HE Policy)
- " (9) Dir(IIT/IIT)
- " (10) DS(NS)
- " (11) Dir(NIT)
- " (12) US(CU VI)
- " (13) US(TC)
- Dir (NS)
- Dir (UGC)
- DS (HE Policy)
- " (14) DS (PNII)
- " (15) US (ICR)
- " (16) DD (Science)


19/03
SO(UB)

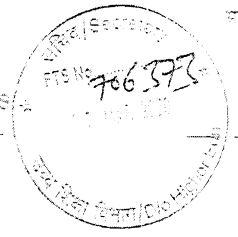


AKL (Admin)
Please put ref.

19/03/2020



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

प्रीति सूदन, भारत सरकार
सचिव
PREETI SUDAN, IAS
Secretary



D.O.No.Z-21020/14/2020-PH
17-3-2020

Dear Colleagues,

A number of measures have been taken both by Govt of India and by the States to contain nCoronavirus/COVID-19. These include dissemination of Do's & Don'ts, guidelines on wearing of masks, action on various travel advisories, implementation of protocols on surveillance, prevention of hospital infection, discharge policy, clinical management, etc. Kindly visit our website <https://mohfw.gov.in> for details.

Extensive consultations have been held with public health experts who have suggested to focus on social distancing measures as a preventive strategy to contain transmission of Covid-19. It was brought out that implementation of social distancing measures would have a major impact in limiting the spread and will also provide us with time to strengthen our response framework.

Accordingly, advisory/guidelines are drawn up for further action. While implementing these measures, it is important to educate the community so as to ensure their cooperation and avoid any panic. It is reiterated that these are preventive measures so as to lessen the impact of COVID-19 in the country and are temporary.

I shall be grateful if the enclosed advisory/guidelines are implemented as applicable to your particular Ministry/Department and organizations under you. You may also like to issue your own orders/advisory in this regard. Please direct States implement these effectively.

With collective effort, we will succeed in containing Covid-19.

JS (HE)
JS (Inst.)

Yours sincerely,

Preeti Sudan
(Preeti Sudan)

Secretaries to GoI of all Ministries/Departments

Encl.: as above

Please circulate today
19/3/2020
JS PS

Dom (LCC) / DS (HE - Policy)
18/3/20

Advisory on Social Distancing Measure in view of spread of COVID-19 disease

Social distancing is a non-pharmaceutical infection prevention and control intervention implemented to avoid decrease contact between those who are infected with a disease causing pathogen and those who are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spread, morbidity and mortality due to the disease.

In addition to the proposed interventions, the State/UT Governments may prescribe such other measures as they consider necessary.

All these proposed interventions shall be in force till 31st of March, 2020. They will be reviewed as per the evolving situation.

The following interventions are proposed:

1. Closure of all educational establishments (schools, universities etc), gyms, museums, cultural and social centres, swimming pools and theatres. Students should be advised to stay at home. Online education to be promoted.
2. Possibility of postponing exams may be explored. Ongoing exams to be conducted only after ensuring physical distance of one meter amongst students.
3. Encourage private sector organizations/employers to allow employees to work from home wherever feasible.
4. Meetings, as far as feasible, shall be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary.
5. Restaurants to ensure handwashing protocol and proper cleanliness of frequently touched surfaces. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
6. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
7. Local authorities to have a dialogue with organizers of sporting events and competitions involving large gatherings and they may be advised to postpone such events.
8. Local authorities to have a dialogue with opinion leaders and religious leaders to regulate mass gatherings and should ensure no overcrowding/at least one metre distance between people.

9. Local authorities to have meeting with traders associations and other stakeholders to regulate hours, exhibit Do's and Don'ts and take up a communication drive in market places like sabzi mandi, anaj mandi, bus depots, railway stations, post-offices etc., where essential services are provided.
10. All commercial activities must keep a distance of one meter between customers. Measures to reduce peak hour crowding in markets.
11. Non-essential travel should be avoided. Buses, Trains and aeroplanes to maximize social distancing in public transport besides ensuring regular and proper disinfection of surfaces.
12. Hospitals to follow necessary protocol related with COVID-19 management as prescribed and restrict family friends, children visiting patients in hospitals.
13. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
14. Special protective measures for delivery men/ women working in online ordering services.
15. Keep communities informed consistently and constantly.

Ministry of Health & Family Welfare