



GGV/REG/COVID-19 (Revised)/2020

Bilaspur, Date: 17/04/2020

### **REVISED OFFICE ORDER**

Whereas, the Ministry of Home Affairs, Govt. of India, vide its Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April 2020 further extended the nationwide lockdown up to 3<sup>rd</sup> May 2020 for containment of COVID-19 epidemic in the Country.

Whereas the UGC has issued an Office Order No. 113/2020 vide its letter F. No. 3-2/2006(Admn.I/A&B) dated 16<sup>th</sup> April 2020 in compliance to the Consolidated Revised Guidelines of the Ministry of Home Affairs, Govt. of India, vide its Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April 2020 on the measures to be taken by the Ministries/Departments of the Government of India, State/UT Governments and State/UT authorities for containment of COVID-19 in the Country.

Whereas Govt of Chhattisgarh vide its Letter No. 186/GAD/2020, Nava Raipur, Atal Nagar dated 14<sup>th</sup> April 2020 has also extened the lockdown in the State of Chhatisgarh lockdown up to 3<sup>rd</sup> May 2020 for containment of COVID-19 epidemic.

And whereas, after consideration and thorough assessment of the pending as well as the exigencies of work related to VET-20, Tri-partite MoU, Budget & other Financial preparedness, UGC/MHRD queries/instructions, RTI applications, Recruitment process, etc. and maintaining essential services, it is felt necessary for minimal number of Non-Teaching staff to attend office.

Therefore, in continuation of earlier Office Memorandum dated 28/03/2020, it is further brought to the notice of all stakeholders that

1. The Guru Ghasidas Vishwavidyalaya, Bilaspur shall remain closed till 3<sup>rd</sup> May 2020.
2. Online teaching shall continue to maintain the academic schedule.
3. The office of the University, however, shall function with 100% attendance of Deputy Secretary and above level officers. Remaining officers and staff shall attend the offices upto 33% as per requirement.
4. Only bare minimum number of officers and staff below the Deputy Secretary level, as per weekly duty roster prepared by respective Section Heads, shall attend duty w.e.f. 20<sup>th</sup> April 2020.
5. Officers and staff attending office shall ensure social distancing and advice/instruction on sanitation/preventing measures issued by the Govt/UGC from time to time.

6. There shall be strict ban in the University Campus on Gutka, tobacco, etc.; spitting is strictly prohibited.
7. All Teaching/ Non-Teaching members/staff must be also available in the headquarters. In case of unavoidable situation, an appropriate leave application has to be submitted by the employee of the University.
8. Those (Teaching/ Non-Teaching members/staff) who are working from home on a particular day shall make themselves available on telephone and electronic means of communication and shall attend office if called for any urgency.

By Order



Registrar (Acting)

Copy to:

1. PS to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
2. P.A. to the Registrar for information and necessary action.
3. The District Magistrate, Bilaspur (C.G.) for kind information.
4. The Superintendent of Police, Bilaspur (C.G.) for kind information.
5. All Deans of School of Studies for information and necessary action.
6. The Coordinator, IT Cell with a request to update this Office Order on the University website.
7. All officers/section heads for information and necessary action.
8. All Head of Departments for information and necessary action.
9. Chief Warden for information and necessary action.
10. Dean Student Welfare for information and necessary action.
11. Proctor for information and necessary action.
12. The Thana Incharge, Koni Thana, Bilaspur for information.
13. Medical Officer for information and necessary action.
14. Office copy



Registrar (Acting)