



**Hansraj College**

University of Delhi  
Mahatma Hansraj Marg, Malka Ganj  
Delhi - 110007

**हंसराज महाविद्यालय**

दिल्ली विश्वविद्यालय  
महात्मा हंसराज मार्ग, मल्कागंज  
दिल्ली 110007

**NAAC ACCREDITED A+ COLLEGE**

**1.2.2021**

**This is in reference to Office Order dated 29.1.2021 from the University of Delhi regarding functional of colleges w.e.f. 1.2.2021 (copy enclosed).**

**As per Order of the University, all teaching & Non-teaching staff must attend to their work place w.e.f. 1.2.2021.**

**Administrative Officer**

**E-mail: principal\_hrc@yahoo.com Tel: +91-11-27667458, +91-11-27667747**



कुलसचिव  
REGISTRAR

# दिल्ली विश्वविद्यालय University of Delhi

F.No. Estab.II(i)/330/COVID-19/M/2020/ 267  
29<sup>th</sup> January, 2021

## ORDER

In compliance of the Order No. F.1/DDMA/COVID/2020/349 dated 14.01.2021 of DDMA, Govt. of NCT of Delhi and Order No. 40-3/2020-DM-I(A) dated 27.01.2021 of Ministry of Home Affairs, Govt. of India, the offices of the University of Delhi and its Colleges shall function with 100% staff strength with effect from 01.02.2021 with the condition that the national directives for COVID-19 management (as per Annexure-I of the Order No. 40-3/2020-DM-I(A) dated 27.01.2021, copy enclosed) is ensured at all levels.

The Section Incharge / Unit Head may plan the timings of the staff in such a manner so as to avoid crowding at entry and exit. Accordingly, the staff may be called to discharge the duties in the slot of 09:00 a.m. to 05:30 p.m. and 09:30 a.m. to 06:00 p.m.

This issues with the approval of the Competent Authority.

*Handwritten signature*  
29/1/21  
**REGISTRAR**

दिल्ली विश्वविद्यालय, दिल्ली-110007  
University of Delhi, Delhi-110007

दूरभाष/Tel : 27667253; फैक्स/Fax : 27666350; वेबसाइट/Website : www.du.ac.in; ईमेल/E-mail : registrar@du.ac.in



कुलसचिव  
REGISTRAR

# दिल्ली विश्वविद्यालय University of Delhi

F.No. Estab.II(i)/330/COVID-19/M/2020/262  
29<sup>th</sup> January, 2021

## ORDER

In reference to the meeting held with the Heads of the Departments of the University and Principals of Colleges and in compliance of the Order No. F.1/DDMA/COVID/2020/349 dated 14.01.2021 of DDMA, Govt. of NCT of Delhi and Order No. 40-3/2020-DM-I(A) dated 27.01.2021 of Ministry of Home Affairs, Govt. of India, it is notified that all Colleges / Centres / Departments shall be functional and therefore all teaching staff must attend to their work place with effect from 01.02.2021.

However, only final year students, in small batches, are allowed to visit their respective Colleges / Centres / Departments for their Laboratory / Practicals / Skill / Library and related activities, as per the discretion of the respective Principal / Director / Head in line with the UGC Guidelines and SOPs thereof dated November 5, 2020 and MHA order dated January 27, 2021.

Further, with regard to the institutions offering programmes with the approval of Statutory Authorities / Councils, the guidelines issued by them be followed in totality.

This issues with the approval of the Competent Authority.

*Handwritten signature*  
29/1/21  
**REGISTRAR**

दिल्ली विश्वविद्यालय, दिल्ली-110007  
University of Delhi, Delhi-110007

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

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North Block, New Delhi  
Dated the 13<sup>th</sup> February, 2021

**OFFICE MEMORANDUM**

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

The undersigned is directed to refer to OM of even number dated the 7<sup>th</sup> October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

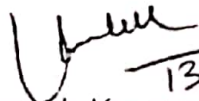
2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27<sup>th</sup> January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid over-crowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (e) Biometric attendance shall continue to be suspended until further orders.

- (f) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>. All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4 The above instructions shall be in force with immediate effect until further orders.

  
13/2/2021  
(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

} For Information