



Ref.No.SPAV/13/COVID/2022/001

Date: 4th January, 2022

CIRCULAR

In view of the initial signs of surge in cases of COVID – 19 and as per Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India vide OM F.No.11013/9/2014-Estt.A-III dated 03rd January, 2022, all Deans, HoDs, Faculty, Staff including project/outsourced personnel and all other concerned are to note the following instructions for information and strict compliance till 31st January, 2022.

1. Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home.
2. All HoDs/Section In-charge of each department/section are to draw-up the Roster of attendance in such manner that not more than 50% of their staff attend the office on each working day.
3. All officers of the level of Under Secretary & above are to attend office on regular basis.
4. Persons with disabilities and pregnant women employees shall be exempted from attending office but are required to work from home.
5. Meetings as far as possible, shall be conducted on video-conference and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
6. All Officers/Staff have to ensure strict compliance with COVID-appropriate behaviour – frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
7. Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

This issues with the approval of Competent Authority.

K V Uma Maheswara Rao
Registrar

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