



No.MANUU/Estate/F.140/998

23rd March, 2020

OFFICE ORDER

Sub:- Preventive measures to contain the spread of COVID-19 – Orders – Issued.

- Ref:-**
- 1) Letter D.O.No.Secy(HE)/MHRD/2020, dated 21.03.2020 from Secretary, Dept. of Higher Education, MHRD, Govt. of India
 - 2) Letter F.No.1-14/2020(website) , dated 21.03.2020 from Secretary, UGC, New Delhi
 - 3) O.M. F.No.11013/9/2014-Estt-(A-III), dated 22.03.2020 issued by DoPT, Ministry of Personnel, Public Grievances and Pensions, Govt. of India
 - 4) G.O.Ms.No.45, dated 22.03.2020 issued by General Administration Department, Govt. of Telangana
 - 5) Orders/Advisories issued by respective State Governments
 - 6) Vice-Chancellor's approval dated 23.03.2020

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The MHRD and the UGC vide references 1st & 2nd cited have conveyed various preventive measures to achieve 'social distancing' including permission to work from home for Teaching & Non-Teaching staff.

2. The DoPT, Ministry of Personnel, Public Grievances and Pensions have issued further instructions in connection with prevention of the spread of COVID-19 and functioning of offices with skeletal staff from 23rd to 31st March, 2020. Accordingly, the Heads of Offices / Departments have been advised to draw up a Roster of Staff (all Officers and employees, including Consultants/contract and outsourced employees) who are required to render essential services within each Department.

3. The Govt. of Telangana vide G.O. 4th cited have notified Lockdown in the entire State of Telangana with immediate effect till 31st March, 2020 prescribing certain regulations and measures during the said period. The State Governments of other concerned States have also issued instructions/advisories in this regard.

4. Considering the various instructions/advisories issued by the Govt. of India, UGC, Govt. of Telangana and other respective State Governments (as referred to above) the following have been decided by the competent authority:-

A. Permission to work from home:

All the Faculty Members/Teachers/Researchers/Non-Teaching staff of the University (Headquarters, Off-Campuses, Regional Centres and Sub-Regional Centres) are allowed to work from home till 31.03.2020. They shall follow the instructions issued by MHRD, UGC and Ministry of Personnel, Public Grievances and Pensions in toto (references 1st, 2nd & 3rd cited).

B. Continuation of Essential Services:

- (i) Health Centre shall continue to extend the medical services to the students, staff and campus residents by taking the precautionary measures.
 - (ii) The concerned Section/Department Heads in the headquarters may draw up a Roster of Staff (all Officers and employees including Consultants/Contract and Outsourced employees) who are required to render essential services within each Section/Department. They alone may be asked to attend office from 23rd March until 31st March, 2020. In other words, the Section/Department should function with skeletal staff in view of the Office Memorandum referred at reference 3rd cited.
 - (iii) Those who are required to work from home (other than essential/emergency services) should be available on telephone and electronic means of communication at all times and should attend duty if called for, in case of any exigencies of work.
 - (iv) The Principals/Heads/Incharges of Off-campuses, Regional Centres and Sub-Regional Centres are also required to draw up a Roster of staff with skeletal staff and render essential services considering the local circumstances.
 - (v) The concerned Section Heads may propose for issuance of Identity Cards to the skeletal staff whose services are required for essential services to enable them to attend their duties at the University.
 - (vi) The skeletal staff facing hardship in daily commuting to the University will be provided accommodation in the University Guest House, if required.
 - (vii) No Guest shall be accommodated in the University Guest House until further orders.
 - (viii) Students residing in the Hostels (boys & girls) shall continue their stay in their respective hostels. However, they are required to follow the instructions/advisories issued by the University, Govt. of India and the Govt. of Telangana State.
 - (ix) The concerned Section Heads are advised to incur expenditure from the Imprest for the purchase of sanitizers, Dettol, face masks, etc.
5. Instructions/Advisories, if any issued subsequently, by the Govt. of India, respective State Governments, UGC, etc. shall be followed in letter and spirit.
6. All are requested to keep visiting the University website for further guidance to be followed from time to time.


Registrar I/c

To
All Heads / Incharge of Departments / Sections (Teaching & Non-Teaching)
(Headquarters, Off-Campuses, Regional Centres and Sub-Regional Centres)

Copy to:

1. Vice-Chancellor's Office
2. Registrar's Office
3. CIT for uploading on MANUU website