

Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha

No. F.1 (171)/LBSV/GAD/2019-20/1045

March 19th, 2020

CIRCULAR

This is continuation of earlier Advisory dated 06/03/2020, Office Order dated 12.03.2020, Notice dated 18.03.2020 & 19.03.2020 issued by Administration on COVID-19 related matters.

In order to control the rapid spread of Novel Coronavirus (COVID-19), MHRD has forwarded an email dated 19.03.2020 alongwith DoPT OM vide No. 11013/9/2014 (A-III) dated 19th March, 2020 (copy enclosed). In this regard, all the Deans/ Deputy Registrars/ Assistant Registrars/ Sectional Heads/ Section Officers are to ensure that 50% of Group B & C employees are required to attend office every day, and the remaining 50% staff should be instructed to work from home.

In view of the above, all the Deans/ Deputy Registrars/ Assistant Registrars/ Sectional Heads/ Section Officers of the Vidyapeetha are advised to draft a weekly roster of duty for Group B & C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, Deans/ Deputy Registrars/ Assistant Registrars/ Sectional Heads/ Section Officers are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

The above said roster of Group B & C employees to be forwarded to Administration-III latest by 11:00 A.M. on 20.03.2020 for further compliance.

This issues with the approval of the Competent Authority.

(J. P. Singh)
Assistant Registrar (Admn.)

Copy to:

1. All Deans
2. OSD (Examination)
3. All Deputy Registrar
4. Executive Engineer
5. Assistant Librarian
6. All Assistant Registrar
7. System Administrator
8. PS to V.C/ Registrar/ Finance Officer
9. All Section Officers
10. Computer Centre is requested to upload this Notice on the Website of the Vidyapeetha for information to all concerned.
11. All Notice Boards
12. Office Order File
13. Concerned File

(J. P. Singh)
Assistant Registrar (Admn.)

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.

- (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