



श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

A Central University established by an Act of Parliament

No.F.1(208)/SLBNSU/GAD/2021-22/877

Dated: 05.01.2022

OFFICE ORDER

In accordance with DoPT OM No. F.No. 11013/9/2014-Estt.A-III dated 03.01.2022 and UGC OM No. F.3-2/2006(Admn./A&B) dated 04.01.2022, in view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of employees has been reviewed and following been decided with immediate effect till 31<sup>st</sup> January, 2022:-

- i. Physical attendance of Government servants below the level of Under Secretary or equivalent shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the section in-charges. The staff (regular / contractual) shall ensure attendance of atleast (twelve) working days in the month of January, 2022 failing which the salary would be deducted as per rules.
- ii. All officers of the level of Under Secretary or equivalent and above have to attend office on regular basis.
- iii. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- iv. The officer / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - a. 9.00 A.M to 5.30 P.M.
  - b. 10.00 A.M to 6.30 P.M.
- v. All officers / staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- vi. Those officers / staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- vii. Meeting as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- viii. All officers / staff have to ensure strict compliance with Covid-appropriate behaviour viz. frequent washing of hands / sanitization, wearing a mask / face cover, observing social distancing at all times.
- ix. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.
- x. In case any staff (regular / contractual) is affected with the coronavirus the same may be intimated immediately to the Administration section and every precaution must be taken to follow Covid appropriate behaviour in accordance with guidelines issued by MHA, DoPT and UGC.

This issue with the approval of the Competent Authority.

(J. P. Singh)

Assistant Registrar (General Admn.)

**Copy to:-**

1. All Deans/HODs
2. Director IQAC/Proctor/CVO/Hostel Warden
3. OSD (Examination)
4. Deputy Registrar (Accounts)/ Deputy Registrar (Exam)
5. Executive Engineer
6. System Administrator is requested to place this order on the website of the University for information to all concerned.
7. Assistant Librarian
8. All Assistant Registrars
9. PS to VC/ Registrar
10. All Section Officers
11. Security Supervisor
12. Concerned File

(J. P. Singh)

Assistant Registrar (General Admn.)

for upload on website  
Sachin  
05/01/2022