

புதுவைப்  
பாண்டிச்சேரி  
PONDICHERRY  
(கேந்திரிய விஸ்வவித்யாலய)



பல்கலைக்கழகம்  
விஸ்வவித்யாலய  
UNIVERSITY  
A Central University)

முனைவர் பா. சித்ரா  
பதிவாளர் (பொ.)  
டீ. பி. சித்ரா  
கூலசசிவ (பு.)  
Dr. B. CHITHRA  
REGISTRAR (i/c)

ஆர். வெங்கடராமன் நகர்/  
R.VENKATARAMAN NAGAR  
காலாபெட்/KALAPET  
புதுச்சேரி/PUDUCHERRY-605014  
பாரத/INDIA

ச/No.PU/ESTT/NT1/II-20/92/2020-21/ 20

தினா/Date:05.06.2020

CIRCULAR

**Sub:** PU-Estt- Preventive Measures to contain the spread of Novel Corona Virus (COVID-19) – Instructions issued-Reg.

- Ref:**
1. This Office circular dated 23.03.2020
  2. Lr.No.40-3/2020-DM-I (A) dated 24.03.2020 of the Ministry of Home Affairs, Govt. of India
  3. This Office circular dated 30.03.2020
  4. Lr.No. 40-3/2020-DM-I (A) dated 14.04.2020 of the Ministry of Home Affairs, Govt. of India
  5. This Office circular dated 15.04.2020
  6. Lr. No. 40-3/2020-DM-I (A) dated 01.05.2020 of the Ministry of Home Affairs, Govt. of India
  7. This Office circular dated 04.05.2020
  8. Lr.No. 40-3/2020-DM-I (A) dated 17.05.2020 of the Ministry of Home Affairs, Govt. of India
  9. This Office circular dated 18.05.2020
  10. Lr.No. 40-3/2020-DM-I (A) dated 30.05.2020 of the Ministry of Home Affairs, Govt. of India

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In continuation of the circular 9<sup>th</sup> cited and in pursuance of the instructions contained in the letter dated 30.05.2020 of the Ministry of Home Affairs, Govt. of India vide reference 10<sup>th</sup> cited, it is informed that:

1. Heads of Departments (HoDs)/Centre Heads/ Officers of various Sections may draw up a Roster of staff (all officers and employees including contract and outsourced employees) who are required to render their services within each Department/Sections/Centres until 30<sup>th</sup> June 2020. The concerned Dean/HoD is required to give appropriate instructions to the departmental Non Teaching Staff for attending office. In other words, the office should function with 50% staff. Officials who are working from home should be available on telephone and electronic means of communications at all times. They should attend Office if called for, in case of any exigency of work. All DRs/ARs/Sos/PSs shall attend office on all working days.
2. These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19 i.e the respective staff of Health Service/Engineering Service/Electrical Service/Security & Vigilance and other essential services shall abide by the instructions given by the Head as and when required and perform their duties scrupulously.
3. Officers/Staff who are attending work shall strictly comply with the Do's and Don'ts prescribed by Ministry of Home Affairs, Govt. of India.

4. Faculty shall adhere to the instructions of UGC dated 21.03.2020.
5. All the employees are required to check the updates in the website.
6. All the employees are required to keep in touch with their Section Heads for appropriate instructions on day-to-day basis.
7. The Section Heads are required to give appropriate instruction as may be required on day- to -day basis

These instructions shall be applicable with immediate effect until 30.06.2020

/BY ORDER/



Dr. B. CHITHRA  
(REGISTRAR (I/C))

To

All Deans/Head of Departments/Centre Heads/Section Heads  
Pondicherry University  
Puducherry

— Requested to circulate among  
all faculty and employees for  
compliance of the instructions  
in the circular.

Copy to :

1. The Assistant Registrar, Vice-Chancellor's Secretariat Pondicherry University
2. The Assistant Registrar, Registrar's Secretariat Pondicherry University
3. The Director, Culture & Cultural Relations, PU
4. The P.S To Director (SEI &RR), PU
5. The P.S to Finance Officer, PU
6. The P.S to Controller of Examinations, PU
7. The Librarian, PU
8. The Executive Engineer- for cleaning and sanitizing the work places.
- ✓ 9. The Systems Manager, Computer Centre, Pondicherry University - For hosting the circular in the university website.