



पाण्डिचेरी विश्वविद्यालय
(पाण्डिचेरी विश्वविद्यालय नियम 53, 1985 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
PONDICHERY UNIVERSITY
(A Central University established by an Act of Parliament No.53 of 1985)

डॉ. पी. मुरलीदासन
उप कुलसचिव (प्रशासन)
Dr. P. MURALIDASSAN
DEPUTY REGISTRAR [Admn.]

डॉ. अम्बेडकर प्रशासनिक भवन
Dr. AMBEDKAR ADMN. BUILDING,
आर. वि. नगर/R.V. NAGAR, कालापेट/KALAPET,
पुदुच्चेरी/PUDUCHERRY – 605 014.
दूरभाष/PHONE - 0413-2654935

सं.सं. Ref. No. PU/ESTT/NT1/II-20/92/2020-21/13

दिनांक/Date: 18.05.2020

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

In continuation of the circular 7th cited and in pursuance of the instructions contained in the letter dated 17.05.2020 of the Ministry of Home Affairs, Govt. of India vide reference 8th 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 31st May 2020. The concerned Dean/HoD are 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 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 i.e 20.05.2020 until further orders.

/BY ORDER/


(Dr.P. MURALIDASSAN)
Deputy Registrar (Admn.)

To

All Deans/Head of Departments/Centre 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.