



PONDICHERY UNIVERSITY
(A Central University)
R.Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref. No. PU/ESTT/NT1/II-20-92/2020/375

23.03.2020

COVID-19/URGENT

CIRCULAR

Sub: PU – ESTT – Preventive measures to contain the spread of Novel Corona Virus (COVID-19) - Instructions Issued-Reg

Ref: 1. Lr.No:Secy (HE)/MHRD/2020 letter dated 21.03.2020 from MHRD, New Delhi.
2. F.No.1-14/2020(Website), dt:21.03.2020 received from UGC, New Delhi.
3. DoPT O.M No.F.No.11013/9/2014-Estt-(A-III), dt:22.03.2020

In order to contain the spread of Novel Corona Virus (COVID-19), the MHRD, UGC & DoPT, New Delhi have announced preventive measures to achieve 'Social Distancing' to Teaching and Non-Teaching staff.

In accordance with the above said advisory, 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 essential services within each Department/Sections/Centres. They alone may be asked to attend office until 31st March 2020. In other words, the office should function with skeletal 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 exigencies of work.
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 with the instructions given by the Head as and when required and perform their duties scrupulously.
3. Faculty shall adhere to the instructions of UGC dated 21.03.2020.
4. All the employees are required to keep in touch with their Section Heads for appropriate instructions on day-to-day basis.

5. The Section Heads are required to give appropriate instructions as may be required on day- to -day basis.
6. All the employees/faculty/students/Researcher scholars are required to check for updates in the website.

These instructions takes immediate effect and will be in force until 31.03.2020.

//BY ORDER//

P. Chinnus
REGISTRAR (i/c)

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 Systems Manager, Computer Centre, Pondicherry University- **For hosting the circular in the university website.**