

முனைவர் பா. சித்ரா
பதிவாளர் (பெர.)
டீ. வி. சித்ரா
குலசபிவ (ர.)
Dr. B. CHITHRA
REGISTRAR (P/c)

ஆர். வெங்கடராமன் நகர்/
R.VENKATARAMAN NAGAR
காலாபேட்டை/KALAPET
புதுச்சேரி/PUDUCHERRY-605014
பாரதம்/INDIA

செ.நெ./No.PU/ESTT/NT1/II-20/92/2020-21/ 73

தினாக்க/Date:04.08.2020

CIRCULAR

Sub: PU-Estt- Preventive Measures to contain the spread of Novel Corona Virus (COVID-19) – Guidelines on Unlock 3-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
 11. This Office circular dated 05.06.2020
 12. Lr.No. 40-3/2020-DM-I (A) dated 29.06.2020 of the Ministry of Home Affairs, Govt. of India
 13. This Office circular dated 30.06.2020
 14. Lr.No. 40-3/2020-DM-I (A) dated 29.07.2020 of the Ministry of Home Affairs, Govt. of India

In continuation of the circular 13th cited and in pursuance of the instructions contained in the letter dated 29.07.2020 of the Ministry of Home Affairs, Govt. of India vide reference 14th 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 August 2020. The concerned Dean/HoD/Officer 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 and the work carried at home shall be maintained. Failure to attend/respond will be viewed seriously and construed as misconduct. 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. Top priority should be given to UGC/MHRD communications and timely settlement of retirement benefits.

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/ Sanitation of House Keeping 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 instructions as may be required on day- to -day basis .

These instructions shall be applicable with immediate effect until 31.08.2020

/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.