



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 Visitor's Best University Award, 2016

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

No. F.27-130/2020(GA-I)/ 228

Date: 20 .04.2021

**NOTIFICATION**

As per the OM No. 11013/9/2014-Est.A-III of Ministry of Personnel, Public Grievances and Pensions dated 19-04-2021 and Govt. of Assam order issued vide No. ASDMA.28/2021/11 dated 20.04.2021 on measures to contain the spread of COVID-19; all are requested to follow the guidelines for effective control of COVID-19:

1. Except Faculty and Non-Teaching employees of Section Officer Level and above, only 50% employees can work from home depending upon the nature of their work with prior permission of the Administrative Head concerned. However, this is not applicable for personnel engaged in essential services including Secretary/PAs.
2. Notwithstanding the above, officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
3. Meetings in the official chambers are to be discouraged and it shall be conducted as far as possible through video conferencing.
4. Persons with Disabilities, Women with children of five years or below (irrespective of their grade) and pregnant women employees shall be exempted from attending office, but they shall continue to work from home, until further orders.
5. Social distancing at work places should be ensured through adequate gaps between shifts, staggering of lunch breaks of staff etc.
6. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
7. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
8. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.

9. Entry of outsiders/visitors shall be curtailed appropriately.
10. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
11. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
12. All shops & eateries etc. located inside the campus should comply with all COVID-19 protocols during operation times.
13. Barbar shop located inside the campus shall continue to provide service with strict compliance of COVID-19 appropriate behaviour.

The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

Issued with due approval.

  
(Biren Das)  
Registrar