

JAMIA MILLIA ISLAMIA

Accredited by NAAC in 'A' Grade
(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

जामिया मिल्लिया इस्लामिया

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

Tel. : 26984075, 26988044
26981717, 26985176

Fax. : 011-26980229

Grams : JAMIA

E-mail : registrar@jmi.ac.in

Website: <http://jmi.ac.in>



Office of the Registrar

कुलसचिव कार्यालय

دفتر مسجل

January 13, 2022

File No.Gen-567/Estab-T/RO/JMI/2022

CIRCULAR

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of non-teaching staff reg.

In compliance with the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Office memorandum No.11013/9/2014-Estt.A-III dated 03.01.2022 and on the analogy of other Central Universities (JNU and AMU), and in continuation of Circular No.Gen-567/JMI/RO/Estt.2022 dated 11.01.2022, the Competent Authority, JMI, has passed the following orders:

1. All officers of the level of Section Officer/equivalent grade and above are required to attend their offices on regular basis. However, the officials below the rank of Section Officer of various Departments/Centres/Offices of the University are required to attend their offices as per the roster to be prepared by their Heads of Departments/Centres/Offices so as to ensure that required numbers of staff attend office every day. The Heads of the Departments/Centres/Offices are, however, advised to ensure that the ongoing audit process of the University may continue smoothly in the right direction without any inconvenience to the external audit party of the Directorate General of Audit Team.
2. All officials who do not attend office on a particular day are to make themselves available on telephone and other electronics means of communication at all times from their residence and work from home.
3. All staff of the Departments/Offices which are providing essential services of the University such as medical services, sanitation, electricity, water, residential hall services, Proctor's Office, Internal Audit Office etc. will continue to work as per the directions of their Head of the Departments/Offices.
4. All officials who attend office shall strictly follow COVID-19 appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
5. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
6. Meetings as far as possible, to be conducted through video-conferencing.

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7. Entry of outsiders/visitors to be curtailed appropriately.
8. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is denotified.
9. As per rules of the University, all employees who are going out of Delhi for any reasons are directed to apply for leave and take station leave permission from the Competent Authority.
10. The order will be effective from 15.01.2022 and will remain in force till further orders.

(Dr. Nazim Husain Jafri)
Registrar

Copy, for information & necessary action, to:

1. All Deans of Faculties/DSW/HoDs/Directors of the Centres/Chief Proctor/Incharge(Security) / Heads of Institutions / Provosts (Boys&Girls)/ Principals of Schools/University Librarian/Administrative Units/Offices, JMI
2. The Controller of Examinations, JMI;
3. The Finance Officer, JMI;
4. The Secretary to VC for kind information of the Hon'ble Vice Chancellor
5. The Asstt Registrar, Registrar's Secretariat, JMI;
6. PA to Pro Vice Chancellor
7. The Offg. Director, FTK CIT for updation on Jamia website;
8. Concerned file.

(M. Nasim Haider)
Asstt. Registrar (Estab-Teaching)