



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

University Administration:-Containment of COVID-19 epidemic- Functioning of the university office- Issue of further Guidelines-Approved-Orders issued

ADMINISTRATION A 1 SECTION

No. 1845/AD A1/2020/MGU

Priyadarsini Hills, Dated: 23.04.2020

- Read:-*1.G.O(Ms)No 49/2020/GAD dated 23.03.2020
2.U.O.No 1804/Ad A1/2020/MGU dated 18.04.2020
3.U.O.No 1805/Ad A1/2020/MGU dated 19/04/2020
4.Circular No.S.S-1/91/2020/GAD dated 22/04/2020, Govt. of Kerala
5.Endorsement No 14760/Ad A3/4/2020/Admn dated 22.04.2020

ORDER

The state government had notified lock down for for the containment of COVID-19 epidemic in the state vide G.O. read (1). Later the state government after identifying 'hot spots' in the state, divided the districts in Kerala into four categories making some relaxations on the restrictions prevailing. Now the Government have issued fresh guidelines vide circular read (4). with regard to the functioning of Govt: offices and other institutions situated in these districts.

Accordingly ,based on the Govt: Circular, to 'break the chain' program for the containment of COVID-19, the following guidelines are being implemented as per the orders of the Vice Chancellor with regard to the functioning of the University office, hence forth. These guidelines are for strict compliance , on par with the government circular endorsed vide paper read (5) in the University.

1) Here after, 50% of the Officers/employees placed in the category of Group A and B and 33% of those belonging to Group C and D shall attend office regularly. Remaining employees have to 'work from home' as per the directions issued from time to time. However such employees working from home are bound to attend office as and when directed. Employees belonging to Group D are required to attend office only in exigencies. Duty chart for Group A and B officers shall be prepared by the Joint Registrars and that of Group C and D shall be prepared by the Assistant Registrars in consultation with the Deputy Registrars concerned.

2) In the absence of public transport, only employees residing in Kottayam need to attend office on a day to day basis until further orders. If any officer /employee residing outside Kottayam is entrusted with official duties in exigencies, he/she will be provided with office identity cards, if not issued already, and duty chart prepared by the Joint Registrars/Assistant Registrars concerned, enabling them to produce the same before the police authorities for smooth inter district commutation.

3) Officers/employees with physically/mentally challenged children, pregnant women employees and those who have children below the age of 5 years are exempted from attending to office duties, till further orders. However these employees are bound to perform official duties in exigencies.

Orders are issued accordingly.

Sd/

Dr.Sabu Thomas

VICE CHANCELLOR

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- 1.All Sections/Departments/statutory officers
- 2.P.A to Registrar/F.O/C.E
- 3.P.S to V.C/P.V.C
- 4.Security Officer/P.R.O for n/a
- 5.S.F/D.F/F.C