



UNIVERSITY OF HYDERABAD

Ref: UH/COVID-19/2020/

Dated: 04.05.2020

**OFFICE ORDER**

The Ministry of Home Affairs had issued consolidated Revised Guidelines vide even No.40-3/2020-DM-I(A) dated 15.04.2020 & 01.05.2020 on the measures to be taken by the Ministries / Departments and its Autonomous / Subordinate Offices of the Government of India , for containment of COVID-19 in the country.

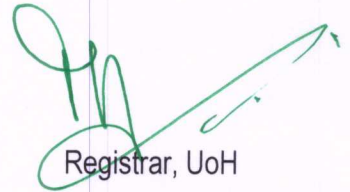
In line with the above order and in continuation of the Notification dated 3.5.2020, the UoH issues the following revised guidelines for functioning of the UoH with immediate effect :

***Guidelines for Administrative functioning of UoH :***

- 1) In compliance of the above Order of MHA, all the Deputy Secretaries (***Deputy Registrars or equivalent***) and level above that are required to attend the office with 100% attendance regularly with immediate effect, by resuming back to their respective duties.
- 2) All the Administrative Heads are requested to chalk-out a roster plan of other officials in their respective Departments and ensure the presence of staff upto 33%, as per requirement, on any given working day and the remaining officials / staff will continue to work from home. A copy of the roster plan should be made available to the undersigned immediately.
- 3) However possibility of Sanitation and Security services may be made operational with 100% attendance by the respective Incharges for effective functioning of the University without any restrictions. Please ensure wearing of masks and gloves working in the said services is mandatory and should be provided by the respective incharges. *Other staff should make their own arrangements.*
- 4) All the gates shall have thermal scanning and sanitizers for effective checking to contain the virus effectively.
- 5) This Office Order may also be treated as Duty Pass along with the pass to be issued by the Chief Security Officer on the instructions of the Registrar, to be produced before the concerned authorities as and when required allowing for attending the Government duties. All teaching and non-teaching staff including outsourcing staff required to carry their Official Identify Card. No outsider is permitted during this lockdown.
- 6) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc. shall be ensured, including between shifts by the Department of Sanitation.
- 7) All the teaching / Non-Teaching employees , Students and Staff are requested to use Arogya Setu app. Respective Heads may ensure 100% coverage of this app among the employees.

- 8) Physical meetings to be avoided and such meeting may be organized through Tele-conference Calls and other trustworthy Social Networking sites.
- 9) All employees at work places shall ensure social distancing at work places and during work and lunch timings.
- 10) Staff and Students may inform about the suspected cases of COVID-19 in the campus and may please call the Health Centre immediately for check-up in order to refer them to Hospitals / Clinics in the nearby areas which are authorized to treat COVID-19 patients.

This issues with the approval of Competent Authority dated 4<sup>th</sup> May 2020.



Registrar, UoH

To  
All Stakeholders of UoH

Copy to :

1. OSD to VC
2. PS to Registrar
3. PA to FO
4. PS to CE
5. UoH Website