



UNIVERSITY OF HYDERABAD

UH/REG/COVID-19/2020

Dated 09.06.2020

CIRCULAR

It is observed that many sections in the administration remain closed without any official communication from the University and even the Group-A officers are not present in their respective sections. As per the Notifications issued by the University from time to time and the last being 31<sup>st</sup> May 2020 and the subsequent circular on 3<sup>rd</sup> June 2020, the Non-Teaching employees in the University are supposed to work for Five Day Week with a manatory attendance of 33% every day on a roster basis. Further, it is mandatory for all the Deputy Registrars and above level officers to attend their duties on all working days as per the instructions issued by the University in its Notification dated 4<sup>th</sup> May 2020.

As informed by DR E- II through a reliable source that one of our Employee working in Establishment Section-II has attended office last on 22<sup>nd</sup> May, and was found positive on 5.6.2020. It is almost 18 days since the said employee has last attended the office and that there is no such an evidence of community spread among other employees of the University and it gives the impression that all are safe.

As per the guidelines issued by the Ministry of Health & Family Welfare dated 4<sup>th</sup> June 2020 vide para 6, ***"in case if there are one or two cases reported, the disinfection procedure will be limited to places / areas visited by the patient in case past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per the laid down procedure vide para 7 of the guidelines"***. Accordingly, the University has been active in taking every precaution to contain the spread of infection by disinfecting all its premises / offices".

Hence, all the employees are hereby informed to attend their duties with 33% attendance in a roster system without any panic in their minds as usual. Any special permission required may always follow the regular procedure of applying leave with prior intimation.

To  
All Non-Teaching Employees  
Consultants / Outsourced Workers

  
Registrar