

MAHARSHI DAYANAND UNIVERSITY ROHTAK
(NAAC accredited A+ Grade State University established under Haryana Act No. 25 of 1975)

GENERAL ADMINISTRATION BRANCH

NOTIFICATION OF CONTAINMENT OF COVID-19 & RESTRICTED OFFICE ATTENDANCE

In pursuance of the guidelines issued by the Chief Secretary to Government of Haryana vide No. 62/69/2021-6GS1 dated 4th Jan 2022 the following measures have been adopted by the University to contain the spread of variant of concern and surge in Covid-19 cases by regulating the attendance in offices till 20th January 2022:

1. Physical attendance of personnel working in the university offices shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the controlling officers at their own level for their officials and submit a copy of the same to the General Administration office through email at: ar.general@mdu.ac.in
2. All officers of the level of Deputy Superintendent or equivalent and above are to attend their offices on regular basis.
3. Persons with disabilities and pregnant women employees are to be exempted from attending office but they shall be required to work from home.
4. To avoid rush in commuting and in lifts & corridors etc all officers attending their offices shall stagger entry and exit timings i.e. spread entry to office between 9:00 A.M and 10:00 A.M with corresponding exit time. The controlling officers shall take care of this aspect.
5. All officials residing in containment zones shall remain exempted from coming to office till the containment zone is de-notified. They shall inform their controlling officers in time.
6. Those officers/staff who are not attending office and working from home, shall be available on telephone and other electronic means of communication at all times.
7. Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
8. All the personnel shall ensure strict compliance with Covid-appropriate behaviour viz. frequent washing of hands/sanitization; wearing face mask covering the nose; observing social distancing at all times; ensure non-crowding in corridors, canteens etc.
9. Entry of visitors/outside to the university offices shall be curbed appropriately.
10. Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces shall be ensured by the controlling officers.
11. The officials performing essential duties like that of sanitation, security, maintenance services etcetera shall remain exempted from this attendance restriction and will continue to perform their duties by maintaining the pandemic related protocol strictly.

REGISTRAR

Endorsement number: DR/GA//2022/special/102 to 201 dated: 5th January 2022

Copy of the above is forwarded to the following for information and further necessary action:

1. All the Deans of Faculties, Directors of Directorates and Institutes, Heads of University Teaching Departments, Controlling Officers, Branch Heads and all officers of M.D. University, Rohtak.
2. The Director, CPAS, Sector 40, Gurugram.
3. The Professor I/c., University Campus School, M.D. University, Rohtak.
4. Chief Wardens (Girls & Boys), M.D. University, Rohtak.
7. The Deputy Commissioner, Rohtak.
8. The Director, University Computer Centre, M.D. University, Rohtak with the request to upload it on the university website.
9. The Director, Public Relations, M.D. University, Rohtak.
10. The Controller Security, M.D. University, Rohtak.
11. OSDs and PAs to Vice-Chancellor, Dean Academic Affairs, Registrar, Controller of Examinations, DCDC, DSW, M.D. University, Rohtak for information of the authorities.


Deputy Registrar (GA)