

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007

No. EFLU/Admn/F.No.184/2020 | 1437

8 May, 2020

CIRCULAR

Sub: Adapting the guidelines of MHA for the extended period of Lockdown – Reg.

Ref: 1. Ministry of Home Affairs Order No.40-3/2020-DM-I(A), dated 15.04.2020.
2. Ministry of Home Affairs Order No.40-3/2020-DM-I(A), dated 01.05.2020.

In pursuance of the guidelines of the Ministry of Home Affairs (MHA) mentioned in the subject cited under the references above, and in continuation of the earlier circulars issued by the University for implementation of stipulated measures to contain COVID -19 pandemic in the country, the University adapts to implement the guidelines with immediate effect.

The Staff of the University are required to follow the instructions given below:

1. The Deputy Registrar and above level officers shall attend the office regularly with immediate effect.
2. A) The respective Heads of Administration shall prepare roster duties for 33% of the requisite non-teaching staff (permanent) in their Departments/ Sections and ensure their presence as per requirement on all working days.
B) The outsourced staff including security personnel shall attend to the duties on alternate days.
The remaining staff (permanent and outsourced) shall continue to work from home and shall ensure their presence in the office as and when required and they shall not leave the headquarters without approval from the administration.
C) In exigency of the work, the Section Head shall call any staff to the office irrespective of the ceiling mentioned in 2 (A) and 2 (B).
D) Where the sections are not headed by Deputy Registrar or equivalent cadre, the Section Head/ available officer(s) shall attend the office regularly.
3. All the Heads of Administration are required to prepare the roster duties for (permanent and outsourced) staff and submit a copy to the Administration immediately.
4. Consultants shall attend to their duties on alternate days.
5. The University will not provide any transport facility.
6. The essential staff shall continue to function as per earlier circulars.
7. Work places shall be sanitized every day and sanitizers are provided at convenient places. The staff attending the office shall undergo temperature screening and shall ensure personal hygiene by frequently washing their hands as a safety measure.
8. The staff attending the office shall cover the face with mask at all times in all public places and work places. Staff gatherings of 6 or more than six persons are not allowed and they shall not spit in public places and violation of this is punishable with fine.
9. The EMMRC and Regional Campuses at Shillong and Lucknow shall also follow the above instructions.
10. Students and visitors are not allowed into the campus, until further orders, so as to ensure safety to them in view of COVID-19.
11. This circular may be treated as Duty Pass for all the staff who will attend to duties which can be produced before the authorities concerned for allowing them to attend to the duties.
12. All other relevant measures are applicable as per the new guidelines issued by the Ministry of Home Affairs under reference 2 cited.


REGISTRAR I/c

To
All concerned

- 1) The Dean, CPD
- 2) The Dean, Library
- 3) The Director, EMMRC
- 4) The Director I/c, Shillong
- 5) The Director I/c, Lucknow
- 6) The Finance Officer
- 7) OSD to the Vice Chancellor
- 8) The PS to the Vice Chancellor
- 9) The PA to the Registrar
- 10) Office order file