

DRAVIDIAN UNIVERSITY



SRINIVASAVANAM, KUPPAM-517426

No.DU/Estt/E-3/2020

Date: 23.05.2020

C I R C U L A R

- Sub :** Dravidian University, Kuppam - Administrative functioning of the University with full attendance - Reg.
- Ref**
1. G.O.Rt.No.189 Health Medical & Family Welfare (B2) Department, dated: 13.03.2020.
 2. G.O.Rt.No.202 Health Medical & Family Welfare (B2) Department, dated: 18.03.2020.
 3. G.O.Rt.No.37 Higher Education (OP) Department, dated: 19.03.2020.
 4. This Office Circulars of even No. dated: 19.03.2020 & 01.04.2020.
 5. G.O.Rt.No.216 Health, Medical & Family (B2) Department, dated: 24.03.2020.
 6. G.O.Rt.No.238 Health, Medical & Family (B2) Department, dated: 14.04.2020
 7. This Office Circular of even Number dated: 15.04.2020
 8. G.O.Rt.No.262 Health, Medical & Family (B2) Department, dated: 03.05.2020
 9. This Office Circular of even Number dated: 06.05.2020
 10. This Office Circular No.DU/R5/Circular/2020 dated: 16.05.2020
 11. G.O.Rt.No.838, General Administration (Political, A) Department, dated: 18.05.2020
 12. Letter No.1136314/UE/A1/2020, dated: 22.05.2020 of the Special Chief Secretary to Government, Higher Education Department.
 13. Vice-Chancellor's Orders dated:23-05-2020

The Government of Andhra Pradesh have issued Orders to resume functioning of all Government Offices with 100% attendance of employees other than those in containment areas vide G.O. 11th cited.

The Special Chief Secretary to Government, Higher Education Department has informed that all universities shall function as usual with full attendance with immediate effect vide letter 12th cited.

In pursuance of the above Orders from the Government, it has been decided that Dravidian University would function with full attendance of employees (both Teaching and Non-teaching) with immediate effect, observing the following Government guidelines.

1. All employees should wear masks. No employee will be allowed into Office premises without wearing mask.

P.T.O.

2. Every employee should abide by physical distancing norms of 6 feet in the office and should maintain personal hygiene by washing hands with soap/sanitiser every two hours and in case of sneez and caught every employee has to use either tissue paper or elbow.
3. Spitting and other unhygienic practices like chewing pan, gutka, tobacco etc., in the work place are strictly prohibited and violators shall be punished.
4. The Heads of Departments/Sections are requested to make seating arrangement in such a way that employees maintain social distancing in Office premises including common areas.
5. All employees should take care of their health and leave the work place immediately, if they have symptoms like fever or respiratory trouble and should observe home quarantine, The leave sanctioning authorities are requested to sanction leave whenever such a request comes up.
6. Every employee should follow the instructions issued by the Govt. from time to time for containment, control and prevention of Covid-19.

The Deputy Executive Engineer is requested to make arrangement for thermal Scanning of employees before entering into Office premises and sanitiser be provided at main doors. He is also requested to make arrangement for sanitizing the entire Office premises every day, especially frequently touched surface and also facilitate frequently hand washing wherever it is possible


23/5/2020
REGISTRAR

To

All the Deans of Schools/Heads of Departments - with a request to circulate/inform among staff members.

Copy to all the Departments/Sections/Centres, D.U., Kuppam - with a request to circulate among the staff members.

Copy to the Deputy Executive Engineer, D.U., Kuppam for information.

Copy to the Finance Officer, D.U., Kuppam for information.

Copy to P.S. to Hon'ble Vice-Chancellor / P.A. to Registrar, D.U., Kuppam.

Copy to file.