



# GARGI COLLEGE

(University of Delhi)  
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GC/89/2022/1245

Dated: 05-01-2022

## OFFICE ORDER

Please find attach herewith office order  
Estab.II(i)/330/COVID-19/M/2021/18, received from  
University of Delhi for its compliance by all stake  
holders.

  
05/01/22



Prof. Promila Kumar  
Principal (Offg.)



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI  
स्थापनाशाखा- II (i)  
Establishment Branch-II (i)  
कमरा नं. 212, स्थापना खंड  
Room No. 212, Establishment Block  
दिल्ली - 110007  
Delhi - 110 007  
Tel. No.27001168

Ref. Estab.II(i)/330/COVID-19/M/2021/ 18

Dated: 05<sup>th</sup> January, 2022

### कार्यालय आदेश/OFFICE ORDER

In view of the DoPT OM F. No. 11013/9/2014-Estt.A-III dated 3<sup>rd</sup> January 2022 and MHA Order No. 40-3/2020-DM-I (A) dated the 27<sup>th</sup> December, 2021 regarding spurt in cases of COVID-19, the following measures are enforced in the University of Delhi and its Colleges with immediate effect:

- (i) Physical attendance of employees of the University/Colleges below the level of Section Officer 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 Section Heads/Departments concerned.
- (ii) All officers of the level of Section Officer and above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers/ staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - (a) 9.00 A.M. to 5.30 P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) 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.
- (vii) The staff (Teaching and Non-Teaching) unable to attend the institution as per duty roster due to personal reasons shall have to apply for suitable leave.
- (viii) The Teaching & Non-Teaching staff shall not leave station without prior permission/ approval of Competent Authority. Further, they may apply for leave while leaving the station.
- (ix) All Officers/ Staff have to ensure strict compliance with Covid-appropriate behaviour viz. frequent washing of hands/ sanitization, wearing a mask/face cover, observing social distancing at all times.

This issues with the approval of the Competent Authority.

05<sup>th</sup> January, 2022

*N. K. Singh*  
05/1/22  
कुलसचिव/REGISTRAR