

UNIVERSITY OF JAMMU

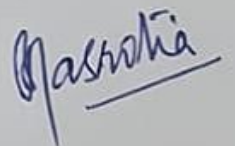
ORDER

Consequent upon Government Order No.176-JK (HE) of 2021 dated 28.04.2021 issued by the Higher Education Department, Government of Jammu & Kashmir, Civil Secretariat, J&K vide endorsement No: HED/Coll/ESTB/2021-10 dated 28.04.2021 and in continuation to earlier order issued by the University of Jammu vide No: Estab/21/1175-1274 dated 26.04.2021, following shall be the Revised Guidelines with respect to the attendance of Employees w.e.f. 1st May, 2021 till further orders and unless ordered otherwise by the UT Administration of J&K in respect of the Universities: -

1. All the Employees (Non-Teaching/Non-Gazetted) shall work from Home/Online mode under the supervision/control and discretion of their respective Heads of the Departments/Controlling Officers. Further, in respect of the Departments/Directorates /Offices/Wings/Sections, where carrying out such work through Online mode is not feasible, the Heads of the Departments/Controlling Officers may also call any of the concerned COVID-19 negative employees (**Residing in areas other than those declared as Micro Containment Zones**) to get the work done from the University Campus in the Offline mode, after following all SOPs and other COVID related precautions. However, in such cases, the Controlling Officer must ensure to seek in person attendance of minimal staff only.

Further, the Heads of the Departments/Controlling Officers shall be responsible for getting the official/urgent work and other time bound assignments pertaining to their respective Departments/Directorates/Wings/Offices/Sections completed without any delay. For the timely completion of such assignments, they may regulate/adjust the Office days/timings accordingly, as per the feasibility, in consonance with COVID-19 safety norms.

2. All the Employees shall mandatorily be required to keep their mobiles phones always in **SWITCH ON** mode and shall remain available on telephone and other electronic means of communication at all times.
3. The Teaching Faculty, shall however, continue to impart teaching instructions to the students of all the semesters, including research work supervision of their respective Scholars through Online mode from their respective homes.



4. All the Employees of Essential Services like University Health Centre, Sanitation, Arboriculture and Landscaping Unit, University Works Department, Security etc. shall continue to perform their duties uninterrupted, as per duty rosters to be laid down by their respective Controlling Officers, so as to keep the bare minimum functioning of the University and to assist in any COVID related issues of the employees and the residents.

Further, all the Guidelines/SOPs pertaining to the management of COVID-19 Pandemic, as already notified by the University from time to time shall also continue to remain in force.


REGISTRAR

No: PA/REG/21/271-87

Dated: -28.04.2021

Copy to: -

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE/ Director(DIQA)
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian (Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre/Coordinator Campuses
9. Programme Coordinator(NSS)
10. All Wardens of University Hostels
11. President, JUTA/JUOWA/JUNTEU/JUNGEA
12. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
13. Chief Medical Officer
14. All Assistant Registrars
15. Chief Security Officer
16. I/c University Website