



NOTIFICATION

In pursuance of the order of the Director General Higher Education, Haryana issued vide Memo No. DHE-010019/5/2020-Coordination-DHE dated 30.04.2021 instructions regarding COVID-19 Closure of Colleges and Universities, it is hereby notified that the guidelines issued vide office order endst. No. IGU/ENT/2021/3390-3449 dated 19.04.2021 shall be followed by all concerned upto 31.05.2021 (copy enclosed). All Branch officers shall monitor the progress of work assigned to persons concerned who are working from home. All instructions given in the orders of the Higher Education Department, Haryana shall be meticulously followed by all persons.

REGISTRAR

Endst. No. IGU/Acad./2021/Spl-2

Dated: 01.05.2021

A copy of the above is forwarded to the following for information and necessary action:

1. Director General Higher Education, Shiksha Sadan, Sector – 5, Panchkula.
2. P.A. to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), Indira Gandhi University, Meerpur - Rewari.
3. P.A. to Registrar (for kind information of the Worthy Registrar), Indira Gandhi University, Meerpur - Rewari.
4. Dean Academic Affairs, Indira Gandhi University, Meerpur.
5. Dean Students' Welfare, Indira Gandhi University, Meerpur.
6. Proctor, Indira Gandhi University, Meerpur.
7. Controller of Examinations, Indira Gandhi University, Meerpur.
8. Director, Learning Management System, Indira Gandhi University, Meerpur.
9. Chairperson/Chairperson-Incharges, University Teaching Departments, Indira Gandhi University, Meerpur.
10. Chief Warden/ Wardens Boys & Girls Hostel, Indira Gandhi University, Meerpur.
11. All Branch Officers, Indira Gandhi University, Meerpur.
12. Public Relations Officer, Indira Gandhi University, Meerpur.
13. Incharge, University Computer Centre, Indira Gandhi University, Meerpur.

Sd/-

Deputy Registrar (Acad.)
for Registrar

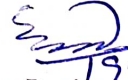


OFFICE ORDER

In pursuance of the order of the Chief Secretary to Government of Haryana issued vide Memo No. 62/19/2020/GS-I regarding preventive measure to contain the spread of Covid-19 regarding, it is hereby notified that in view of health and safety of employees, it has been felt necessary to issue following directions to be implemented by all the employees of University :

- (i) Officers of Group B or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Dean/ Chairperson/ Branch Officers Individual in their respective Branch/Deptt./Office, however, call for more than 50% physical attendance of any of the categories in their Branch/Deptt./Office, if required on administrative grounds.
- (ii) All officers of the level of Group A, equivalent and above are to attend office on regular basis.
- (iii) All officers who attend office can stagger timings (with entry into the office spread between 9.00 AM – 10.00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors.
- (iv) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- (v) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (vi) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (vii) Crowding , staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- (viii) Meetings as far as possible, to be possible, to be conducted through video-conferencing.
- (ix) Entry of outsiders/visitors to be curtailed appropriately.
- (x) All employees of the age of 45 years and above are advised to get themselves vaccinated.

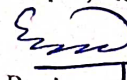
These instructions may be brought to the notice of all on concerned for strict compliance.


19.04.2021
Dy. Registrar (Estt)
For Registrar.
Dated: 19-04-2021

Endst No.IGU/ENT/2021/3390-3449

A copy of the above is forwarded to the following for information and necessary action.

- 1 All Deans, Chairpersons/Branch Officers, I.G.University, Meerpur, Rewari.
- 2 The Controller of Examinations, IGU Meerpur Rewari.
- 3 Finance Officer , IGU Meerpur, Rewari
- 4 The Deputy Director , Local Audit, IGU Meerpur Rewari.
- 5 PA to V.C. for kind information of the Hon'ble Vice- Chancellor, IGU, Meerpur, Rewari.
- 6 PA to Registrar for kind information of the Worthy Registrar, IGU, Meerpur, Rewari.


19.04.2021
Dy. Registrar (Estt)