



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

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HAMDARD NAGAR  
NEW DELHI – 110062

D.No: Estab/LD/22

Dated: 07.01.2022

## CIRCULAR

In compliance of the DOPT OM No.F.No.11013/9/2014-Estt.A-III dated 03.01.2022 regarding prevention of spread of COVID-19 and to contain the spread of COVID-19 for the safety of all Faculty/Staff/Students, the following steps are to be taken for strict compliance by all with effect from 10-01-2022 till further orders:-

01. All employees of the level of Section Officer/equivalent grade and above are required to attend office on regular basis. However, the employees below the level of Section Officer/equivalent grade 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.
02. The employees who are residing within the campus may be called for duties as and when required.
03. The Research work/Laboratory work will be carried out with strict adherence to the advisory/timing as mentioned in the SOPs/guidelines issued earlier by Jamia Hamdard in this regard, Research Scholar/Students may be advised not to come to the Department/Labs/Campus, unless essential.
04. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
05. All officers/ staff residing in the containment zone shall take permission from Competent Authority to work from home until the containment zone is de-notified. They should produce the containment zone order copy from the Competent Authority. Further it shall be responsibility of concerned official to report back to the office, immediately after containment zone is de-notified.
06. 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.
07. The staff (Teaching and Non-Teaching) unable to attend the office as per duty roster due to personal reasons shall have to apply for suitable leave.
08. The Teaching and Non-Teaching staff shall not leave station without prior permission/approval of Competent Authority. Further, they may apply for leave while leaving the station.
09. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
10. In view to ensure safety in the office and work places, all the Faculty & Staff are requested to strictly follow the guidelines issued by Government, including wearing mask, social distancing, and regular washing/sanitization of hands. Further to avoid spread of COVID-19, they are advised to take all necessary precautions/prevention(s) as per the protocol/rules and regulations of the Government, issued from time to time.

11. All Officers/Staff have to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times. Wearing of face mask is mandatory in the campus. The Security personnel are authorized to take photograph, if anyone is not wearing the face mask. Appropriate disciplinary action including fine shall be imposed in the regard.
12. All the staff, students are advised to get themselves and their family member vaccinated, if not yet done.
13. Only asymptomatic officers/officials shall be allowed to attend the office. Anyone with mild cold/cough or fever needs to stay at home and should apply for suitable leaves.
14. Installation and use of Aarogya Setu App is advised to all.
15. Entry inside the campus/office will be allowed w.e.f 10-01-2022 only to vaccinated staff (At least one dose). Security Guards will be instructed accordingly.
16. Essential Services/Examinations shall, however continue as per schedule.
17. All Deans/HoDs/Sections' In-charge are requested to send the Duty Roaster to the office of the Deputy Registrar for record.

Issued by the order of Competent Authority.

  
(S.S. Akhtar)  
Registrar

**Distribution:**

1. All Deans/All HoDs/Section's In-charge
2. Finance Officer
3. Controller of Examination
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