

May 19, 2020

**CIRCULAR**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (Covid-19)-  
Attendance regarding.**

The Ministry of Home Affairs vide Order dated 17.5.2020 has directed that lockdown measures shall continue for a period upto 31.5.2020 and issued prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 which has taken the shape of pandemic. The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training vide OM dated 18.5.2020 has issued guidelines regarding Attendance in Central Government Offices keeping in view to enable implementation of social distancing norms and directed that all officers of the level of Deputy Secretary and above shall attend office on all working days and staff below the level of Deputy Secretary, a roaster shall be maintained to ensure that 50 percent of officers shall attend office on every alternate day and remaining 50 percent shall work from home and shall be available on telephone and electronic means of communications at all times.

Accordingly, the Competent Authority of NIEPA has decided to adopt the following measures:-

1. **FOR STUDENTS** : Face to face interactive classes for students shall remain suspended until further orders. However, classes as well as other students related activities through online mode shall continue.
2. **TRAINING ACTIVITIES**: All face to face training activities shall remain suspended until further orders. However, activities shall remain active through online mode.
3. **FACULTY STAFF** : All faculty staff are advised to work from home as per earlier decision communicated to them. Faculty Staff are also advised to continue online transaction of the courses and other academic activities from home.
4. **GROUP 'A' NON-TEACHING STAFF**: Besides ensuring norm of 50% attendance, all Group 'A' Officers are advised to attend duty on all working days.
5. **SECTIONAL HEADS**: All Sectional Heads including Group 'A' & 'B' are advised to attend duty on all working days.
6. **ACADEMIC PROJECT STAFF** : All the Academic Project Staff are advised to work from home. However, Project Directors/Coordinators may also take the decision regarding attendance of project staff depending upon the requirement of the project activities.

All the above instructions shall be in force with immediate effect and until further orders.

  
(Prof. Kumar Suresh)  
Registrar (I/C)

CC:

- PS to VC
- PA to Registrar
- All Sectional Heads
- The Under Secretary, PN-I Section, Department of Higher Education, Shastri Bhawan, New Delhi-110001
- Notice Board
- Systems Analyst-with the request to upload the roaster on NIEPA website