

**No. F. NUEPA/Admn/RO/Circular/030/2018-19**  
**National Institute of Educational Planning and Administration**  
**17-B, Sri Aurobindo Marg, New Delhi- 110016**

April 27, 2021

**CIRCULAR**

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

In continuation to this Office Circular of even no. dated 16.4.2021 regarding attendance of Group 'B' & 'C' employees during the pandemic situation of Covid-19, the Competent Authority of NIEPA in pursuance of Ministry of Home Affairs OM dated 15.4.2021 & Order dated 19.4.2021 issued by Government of NCT of Delhi, Delhi Disaster Management Authority has decided that all the essential functions/activities of the Institute shall continue uninterruptedly.

The essential activities includes ensuring continuous electricity and water supply, internet services, timely payment of salary to the serving employees, pension to pensioners/family pensioners and fellowship to the scholars, wages to the contractual/temporary staff, medical advances, GPF withdrawal etc.

In this regard, all the Sectional Heads/Incharges are advised to maintain the attendance of regular as well as temporary staff working in the Administration at their own level in order to ensure the fulfillment of essential activities in the larger interest of the Institute and safety of the staff from the pandemic situation of Covid-19 as well.


This issues with the approval of the Competent Authority.

To

All Non-Teaching Staff and Project Staff appointed in Administration

CC:

- PS to the Hon'ble Vice-Chancellor
- PA to Registrar
- All Sectional Heads/Incharges
- Systems Analyst- with the request to upload the Circular on the Institute's website.
- Notice Board
- Office Order File
- Master File

  
Registrar  
27/4/2021