

F. No.14-1/2020-Pers. (Misc.)  
National Institute of Educational Planning and Administration  
(Deemed to be University)  
17-B, Sri Aurobindo Marg, New Delhi - 110016

Date : May 20, 2021

**CIRCULAR**

**Subject: Preventive measures to be taken from the spread of Novel Coronavirus (Covid-19) – requirement of attendance - reg.**

Attention is invited to the Office Circular dated 13.05.2021, wherein a separate duty roster to be followed was circulated, with the objective to restrict physical attendance of the officials/staff of the level of Section Officers and below to 50% of total strength (Gr. B & C) till May 31, 2021.

It has been observed that many of the staff members remain absent on their turn to attend duty and the said duty roster is not being followed in letter and spirit. It is desirable that for smooth functioning of the Office and responsive delivery of work, the staff shall attend duty as assigned (alternate days in the week), and only during compelling circumstances inform their non-availability to the Section/Unit Head, at least a day in advance. This will help to realign and take care of the assigned work. Similarly, on receipt of advance intimation the Section/Unit Head may decide to assign work and daily task to be performed at home and monitor its accomplishment, if the said period of absence is to be acknowledged as duty. A proper record of all such cases and leave availed/sanctioned, shall be maintained by the Section/Unit Heads, in order to help reconcile total attendance while preparation of salary. The Attendance Registers maintained in the Office /Reception Desk and such duty reports submitted by the Section/Unit Heads will be referred as master data in all such cases, during this period.

The Circular dated 06.05.2021 and 03.05.2021 of DoP&T and dated 13.05.2021 of the Office of CAG may be referred (posted on the staff corner of NIEPA website), for availing covid related leave. The leave request submitted to the Section/Unit Head or immediate In-charge, must be in the prescribed format and accompany supporting documents/report, as mentioned in the guideline/form. The leave of the kind due or quarantine leave for self, as applicable, will be granted as per Covid-19 guidelines and protocols. However the Leave Sanctioning Authority, reserves the right to request the concerned employee to provide additional documents at any time, before considering approval or sanction of leave.

All are requested to adhere to the guidelines, in order to ensure continuity and smooth conduct of the office work.

  
(Dr. D. S. Thakur)  
Administrative Officer (I/c)

CC:

PS to the Hon'ble Vice Chancellor  
PA to the Registrar  
All Sectional Heads  
Notice Board  
System Analyst : with the request to upload the circular on NIEPA Website.