



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College



(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE

Date: January 05, 2022

OFFICE ORDER

In view of the DOPT OM F. No. 11013/9/2014-Estt.A-III dated January 3, 2022, MHA Order No. 40-3/2020-DM-I (A) dated December 27, 2021 and also, as per the Office Order, issued by the University of Delhi, bearing ref. No. Estab. II(i)/330/COVID-19/M/2021/18 dated January 5, 2022 regarding spurt in cases of COVID-19, **it is to notify that:**

- **Teaching learning activities shall continue 'Online'.**
- **the Office/ Laboratories/ Library of the College shall be functional from 09:00 am to 05:30 pm, requiring presence of 50 percent staff strength (on roster basis) w.e.f. January 6, 2022 by adhering the following:**
 - ☞ The **Administrative Officer/ Laboratory/ Library In-charge** shall prepare a duty roster of its staff in such a way that on any given working day, **not more than 50% of the staffs are present and the remaining 50% staff shall work from home.**
 - ☞ All officers of the level of Section Officer and above are to attend the College on regular basis.
 - ☞ Persons with Disabilities and Pregnant women employees shall be exempted from attending the College but are required to work from home.

- ☞ All officers/ staff residing in the containment zone shall be exempted from coming to the College till the containment zone is denotified.
- ☞ Those officers/ staff who are not attending the College and working from home shall be available on telephone and other electronic means of communication at all times.
- ☞ This Office Order along with the aforementioned University's Office Order and their employee ID cards shall act as valid documents for their movement during the above period.
- ☞ It is directed that all COVID-19 Appropriate Behaviour viz. **wearing of masks, maintaining social distancing, maintaining health hygiene, regular hand washing and use of sanitizer etc.** shall be maintained inside the entire campus.
- ☞ **Non-essential visitor is not allowed to enter the college premises.**
- ☞ **Do not come to work if you are unwell.** Please '**Don't Hide COVID Symptoms, Get Tested Immediately**' and also, inform the College Office if you or any of your family members are unwell. Further, the staffs unable to attend the office as per duty roster due to personal reasons shall have to apply suitable leave.
- ☞ **It is urged that all the eligible employees should get themselves vaccinated as precautionary measure.**

Stay Safe ! Stay Healthy ! Stay Connected !


Prof. Shiv Kumar Sahdev
Officiating Principal