



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD – 500 007

No. EFLU/Admn/F.No.2502/2021/62

19 April, 2021

CIRCULAR

Sub: Preventive measures to contain the spread of COVID -19 – Attendance - Reg.  
Ref: Office Memorandum F. No.43020/07/2020-Ad.I, Government of India, Ministry of  
Home Affairs, New Delhi, dated 15.04.2021.

In pursuance of the OM of the Ministry of Home Affairs, Govt. of India, mentioned in the subject cited under the reference above, for implementation of preventive measures to contain the spread of Novel Coronavirus (COVID-19) pandemic in the country, the staff of the University shall adopt the following guidelines with immediate effect:

- a) Officers of the level of Deputy Registrar or equivalent and below be allowed to work from home and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Sections/Departments. Individual/Section Heads can, however, call for more than 50% Physical attendance of any of the categories of officials in their Sections/Departments, if required on administrative grounds.
- b) All officers of the level of Deputy Registrar, equivalent and above are to attend office on regular basis.
- c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings).
- d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f) All officials who attend office shall strictly follow Covid appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- g) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- h) Meetings, as far as possible, to be conducted through video conferencing.
- i) Entry of outsiders/visitors to be curtailed appropriately.
- j) All employees of the age of 45 years and above are advised to get themselves vaccinated.

The Regional Campuses also shall follow the above guidelines. These guidelines are applicable to all the employees of the University. However, essential services of the University will function as usual.

The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

  
REGISTRAR I/c

To  
All Concerned

copy to:

- 1) Director I/c, Shillong Campus
- 2) Director I/c, Lucknow Campus
- 3) The Proctor – with a request to give instructions to the Security personnel
- 4) The OSD to the Vice Chancellor
- 5) The Dean, CPD
- 6) The Medical Officer
- 7) The PS to the Vice Chancellor
- 8) The PA to the Registrar
- 9) The Dean, TI – with a request to upload the same on the website of the University
- 10) The file concerned

