

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.), 470003  
(केन्द्रीय विश्वविद्यालय)  
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No. R/2020/71469

03 June 2020

OFFICE ORDER

1. Please refer to our Officer Order issued vide letter No. R/2020/71467 dated 01 June 2020. Following amendments are made to ibid letter for further implementation with immediate effect:-

(a) Teachers (other than detailed for Administrative Work/entrusted the task of Preparation for End Semester Examinations by the respective HoDs/teachers involved in IQAC, NAAC and other Administrative Duties), will work from home and impart education to students through online teaching/distance education mode. It is again reiterated that online teaching imparted by teachers will be reviewed by the Hon'ble VC, once the Lock down is lifted completely.

(b) All officers/employees (except for employed in provisioning of essential services viz medical & health, security, sanitation, electricity and water etc) below the Assistant Registrar level will attend offices with 50% attendance on alternative day basis. All HoDs/Officers will prepare the Duty Roster accordingly.

(c) The Office Hours will be staggered. Lists will be prepared by concerned HoDs/Officers for attendance of officers/employees in two shifts as under:-

(i) 50% officers and employees to attend office from 9.30 A.M. to 6 P.M.

(ii) Remaining 50% officers and employees to attend office from 10 A.M. to 6.30 P.M.

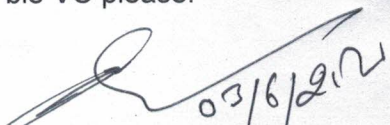
2. Rest no change.

3. This has approval of the Competent Authority.

  
Col RM Joshi (Retd)

Copy to:-

1. All Deans/Directors/HoDs.
2. I/c Controller of Examination, I/c Finance Officer, I/c Librarian.
3. All Officers/Section Officers.
4. Chief Security Officer
5. Med Officer
6. Prof In-charge Web Cell - please upload on University web portal.
7. Assistant Registrar (Registrar Office).
8. PS to VC - for information of the Hon'ble VC please.
9. Guard File.

  
03/6/2020