

F.No. 35020/Admin/Misc./RSKS/ 9832
RASHTRIYA SANSKRIT SANSTHAN
(Deemed University)
Janakpuri, New Delhi – 110058

Dated: 22.03.2020

OFFICE MEMORANDUM

Subject:- Preventive measures to contain the spread of COVID-19

With reference to the instructions issued by the Central Government vide F.No. 11013/9/2014-Estt-(A-III) dated 22.03.2020 & the letter issued by Sh. Amit Khare, IAS, Secretary, MHRD Govt. of India dated 21.03.2020 and also the letter issued by Secretary, UGC dated 21.03.2020, I am directed to inform that all Principal/ Principal I/C of Campuses of Rashtriya Sanskrit Sansthan to take steps to comply the instructions mentioned in the above mentioned orders/letters (copies enclosed). You may also take necessary actions on the instructions issued by the concerned State Government in this regard. Only most essential staff should be asked to attend office and remaining Officers/Staffs should work from home. Those officers/staffs who are working from home should inform their mobile number and email ID to their immediate superior authority and be available for any exigency. Updates, in this regard in any, will be communicated in due course.

These instructions will be implemented with immediate effect.


22/03/2020
[PROF. S. SUBRAHMANYA SARMA]
REGISTRAR

Copy for information and necessary action to:

1. All Principals/Principal I/c of Campuses of RSks.
2. PS to Hon'ble Vice Chancellor
3. PA to Registrar
4. Project Officer (for uploading in the Website of Sansthan)
5. Guard File

Handwritten notes:
Dist. to sim.
In from to sim.
copy.

F. No.11013/9/2014-Estt-(A-III)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi
Dated 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.

Signature
22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

- 1. All the Ministries and Departments of Government of India
- 2. PMO/Cabinet Secretariat
- 3. PS to MoS(PP)
- 4. PSO to Secretary (Personnel)
- 5. Sr. Technical Director. NIC, DoPT



प्रो. रजनीश जैन
सचिव
Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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F.No.1-14/2020(Website)

21/03/2020

Subject: Preventive measures to achieve 'Social Distancing' - Permission to Teaching and Non-Teaching staff to work from home

Reference: Secy(HF)/MHRD/2020 letter dated 21/03/2020

Respected Madam/Sir,

In continuation of UGC's letter dated 19th March, 2020 whereby all the ongoing examinations and evaluation work were required to be postponed till 31.03.2020 in the light of Novel Coronavirus (COVID-19), a communication dated 21st March, 2020, reference above, has been received from the Secretary, Higher Education, Ministry of Human Resource Development. In order to ensure safety of the Faculty members / Researchers / Non-Teaching staff of Higher Education Institutions, the following further precautions should be taken:

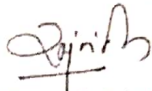
1. Faculty members/Researchers/Non-Teaching staff under your University should be permitted and advised to work from home till 31.03.2020.
2. Faculty members/Researchers should utilise this period for various academic activities such as:
 - a) Development of on-line content, on-line teaching and on-line evaluation.
 - b) Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/ next semester.
 - c) Carry on Research
 - d) Write articles, papers etc.
 - e) Prepare innovative questions for "Question Bank".
 - f) Prepare innovative projects on "Ek Bharat Shreshtha Bharat" and other topics.
3. The said period shall be counted as being on duty for all the Faculty members/Researchers/Non-Teaching staff including Ad-hoc and contract Teachers whose contracts are valid at least upto 31.03.2020.

4. Students, who are still in the hostels, particularly foreign students, should be allowed to continue in their hostels and advised to take all necessary safety precaution.

All the Faculty members/Researchers/Non-Teaching staff should provide their contact details i.e. Mobile No, e-mail id etc. to their institutions so that they may be contacted in case of emergency.

With kind regards,

Yours sincerely,


(Rajnish Jain)

To

The Vice Chancellors of All Universities