



ADIKAVI NANNAYA UNIVERSITY

(A State University under the Act. 28/2006 of Govt. of Andhra Pradesh)
Rajah Rajah Narendranagar, NH-16(5), Rajamahendravaram - 533 296
East Godavari district, Andhra Pradesh, India.

Prof. Ganga Rao Battu

M.Pharm., Ph.D.(INDIA), Ph.D.(U.K.), PDF (Australia)

Registrar

No. ANUR/R/2020-21/05

Date: 22-05-2020

CIRCULAR

Sub : ANUR – Containment, Control and Prevention of spread of Corona Virus (COVID – 19) – Administrative functioning with 100% attendance - Orders - Issued - Reg.

Ref :1. G.O. Rt. No. 838, General Administrative (Political. A) Department, dated 18-05-2020.

2. Letter No. 1136314/UE/A1/2020, dated 22-05-2020 of Special Chief Secretary to Govt., HE Dept.

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With reference to the letter second cited, all the Government offices shall function with 100% of attendance of employees with following guidelines issued by the Government for containment of COVID-19 in the offices.

The University administrative and all offices will be functioning as usual with effect from 22-05-2020. All the Non-Teaching and Teaching staff members are hereby informed that they should attend the offices as usual by taking necessary precautionary measures as given below.

1. Thermal scanner and sanitizers are arranged at entrance doors. All the employees should scan and sanitize before entering into the office.
2. Sanitize the entire office premises every day, especially frequent touched surface and also facilitate frequent hand washing wherever it is possible.
3. No employee should be allowed into office premises without wearing mask.
4. Every employee should abide by physical distancing norms of 6 feet in the office.
5. Spitting and other unhygienic practices like chewing pan, gutka, tobacco etc. in the work place are strictly prohibited and violators shall be punished
6. Seating arrangement should be made in such a way that employees maintain social distancing in office premises including at common areas like lunch rooms, etc.
7. Files and tappals should be processed through e-office only. Physical files should be avoided as far as possible and all correspondence must be done through official e-mail only.

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8. Meetings should be minimized and should be conducted through tele/video conferencing as far as possible.
9. Special focus should be made on the health conditions of employees. Pregnant women, aged, employees with high risk health conditions are permitted to work from home.
10. All employees should take care of their health and leave the work place immediately, if they have symptoms like fever or respiratory trouble and should observe home quarantine.
11. Entry of visitors should be restricted and loitering should be discouraged in office premises. As far as possible, arrangements should be made to receive grievance through Tappala Section / Reception counter etc.
12. Every employee should follow the instructions issued by the Govt. from time to time for containment, control and prevention of COVID-19.


22/5/2020
(BATTU GANGA RAO)
REGISTRAR
Dr. JAYANANNAYA UNIVERSITY
RAJAHMENDRAVARAHM-533 296, E.G.D.L.A.P., INDIA

To
All the Principals of Constituent Colleges Please circulate the message to all the students
All Heads of Departments and staff to follow the same.
All the University Officers
The Asst. Librarian, Dr. B.R. Ambedkar Central Library
All the Chief Wardens with due precautions facilitate smooth transition of the students to reach
their respective native places.
The Dean, CDC to inform all the Principals of AKNU affiliated colleges
(UG, PG & Professional) to follow the same instructions.

Copy to :
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PA to Registrar
PS to VC
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