



(Accredited with 'A' Grade by NAAC)

OFFICE OF THE REGISTRAR □ ANNAMALAI UNIVERSITY □ ANNAMALAINAGAR – 608 002

Ref. No. AU/Estt./2020

Date : 16-05-2020

CIRCULAR

Sub : Establishment – COVID-19 – Functioning of University Departments and Offices with six day week – Ensuring social distancing with half the work force at any given point of time – Regarding.

Ref : 1. G.O. (MS) No. 239, Revenue and Disaster Management (DM-II) Department dated 15-05-2020.

2. Approval of the Vice-Chancellor dated 16-05-2020.

1. With reference to the G.O. cited above and as per the directions of the Vice-Chancellor, Annamalai University will resume regular functioning from 18.05.2020, by maintaining social distancing in all Departments and offices. All the Heads of Departments and Sections are directed that all the offices shall function with half the work force in any given day. In addition, in order to compensate the working hours already lost, the Government have directed that a system of six-day working week including Saturdays as working days, with present office timings will be brought into force.
2. Accordingly, as per the directions of the Government, the following system of functioning in the University will be followed with effect from 18-05-2020 :-
 - i. six-day working week including Saturdays as working days, with present office timings;
 - ii. **all University Departments/ offices** shall function with half the work force (i.e., 50%);
 - iii. in the start of a week, first batch shall work for 2 days at a stretch (Monday & Tuesday) and the second batch shall work for the next 2 days (Wednesday & Thursday) followed by the first batch for the next 2 days (Friday & Saturday);
 - iv. in the subsequent week, second Batch shall work for 2 days at a stretch (Monday & Tuesday) and the first batch shall work for the next 2 days (Wednesday & Thursday) followed by the second batch for the next 2 days (Friday & Saturday);
 - v. notwithstanding the above alternate working system, the staff on off-duty shall also attend office if called for at any point of time;
 - vi. All the Deans of Faculties / Heads of Departments / Controller of Examinations / Joint Controller of Examinations / Deputy Controller of Examinations / Director, DDE / Directors of various Centres / Director of IQAC / Co-ordinators / Deputy Co-ordinators / Finance Officer / Deputy Finance Officer / Joint Registrar / Deputy Registrars / Assistant Registrars / Section Officers will attend duty on all working days.
 - vii. All officers / staff members shall always be available for official work and accessible through any electronic mode of communication;

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... (2) ...

3. All the Heads of the Department and Heads of all the Sections of the Office are directed to make the allocation of the two batches (Both Teaching and Non-Teaching) and the schedule of their attending duty shall be communicated to the undersigned at the earliest with a copy sent to the Director, Annamalai Innovation Centre. Biometric attendance will be strictly followed with flashing of ID cards on the Machine.
4. All the Staff are directed not apply any kind of leave during this period.
5. The above orders shall be followed scrupulously, until further orders.


16/5/2020
Registrar i/c

To

All the Deans of Faculties
All the Heads of the Departments / Divisions
The Controller of Examinations
The Director, DDE
The Director, Academic Affairs
The Director, Centre for Research & Development
The Director, Centre for Academic Research
The Director, International & National Collaboration for Academic & Research
The Director, Training, Placement & Entrepreneurship
The Director, IQAC
The Director, Annamalai Innovation Centre
 – with a request to arrange for circulating the matter to all the Teaching and
 Non-Teaching Staff
The Convener, Wardens' Council
The Librarian, University Library
The Joint Registrar (Admin.)
The Consultant (Statues) / Consultant (Establishment)
The Finance Officer / Deputy Finance Officer / Assistant Finance Officer
The Public Relations Manager
All Officers of the University
All Section Heads

Copy to

The P.S. to Vice-Chancellor
The P.A. to Registrar