



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मानव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह जफर मार्ग नई दिल्ली- 110 002  
Bahadurshah Zafar Marg, New Delhi-110002



ज्ञान-विज्ञान विमुक्तये

No.F. 3-2/2006 (Admn.I/A&B)

April 16, 2020

**OFFICE ORDER No.113/2020**

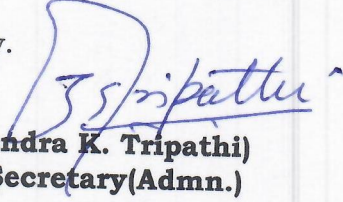
The Ministry of Home Affairs, vide its Order No. 40-3/2020-DM-I(A) dated 15.04.2020 had issued Consolidated Revised Guidelines on the measures to be taken by the Ministries/ Departments of the Government of India, State / UT Governments and State /UT authorities for containment of COVID-19 in the country. Clause 18(ii) of the Consolidated Revised Guidelines, *inter alia*, states as under:-

- “18. Offices of the Government of India, its Autonomous/ Subordinate Offices will remain open, as mentioned below:-
- xxxxxx
  - Other Ministries and Departments, and offices under their control, are to function with 100% attendance of Deputy Secretary and level above that, Remaining Officers and staff to attend upto 33% as per requirement.”

In compliance of the above Order of MHA, all the Deputy Secretaries and level above that are required to attend the office regularly w.e.f. 20<sup>th</sup> April, 2020. All the Bureau Heads are requested to chalk-out a roster plan of other officials in their respective Bureau and ensure the presence of staff upto 33%, as per requirement, on any given working day and the remaining officials/staff will continue to work from home. A copy of the roster plan should be made available to the undersigned by 17<sup>th</sup> April, 2020.

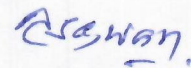
**This Office Order may also be treated as duty pass to be produced before the concerned authorities as and when required allowing for attending the Government duties. All Officers / Officials are mandatorily required to carry their Official Identity Card.**

This issues with the approval of the Competent Authority.

  
(Dr. Jitendra K. Tripathi)  
Joint Secretary(Admn.)

Copy to

1. PS to Chairman / Vice Chairman/ Secretary/ Financial Advisor, UGC.
2. All Joint Secretaries
3. All Deputy Secretaries
4. All Regional Offices, 35 Feroze Shah Road Office, NET Office
5. E-office portal / Notice Board at Reception

  
(A.S. Sajwan)  
Under Secretary (Admn.)