



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

F. No. Regr. Office/IGDTUW/2021/ 95(a-j)

Dated: 13/04/2021

OFFICE ORDER

In compliance of Delhi Disaster Management Authority (DDMA) Order No. F.1(589)/DDMA(HQ)/Misc.Matters/Covid/21/368 dated 10.04.2021 regarding prevention of spread of Covid-19 in Delhi, the following is informed to all faculty/staff members of the University till further orders: -

- (i) All Officers/Officials of the level of Grade-I/equivalent and above shall function with 100% strength. The rest of the staff shall attend the office with 50% capacity in physical mode & remaining 50% will work from home as per requirement to be assessed by respective Deans/HoDs/Branch Heads.
- (ii) In case any of the Officer/Official observes any symptoms of Covid-19 shall undergo RTPCR test immediately. The test report/message is required to be sent to the respective Deans/HoDs/Branch Heads with a copy to registrar@igdtuw.ac.in
- (iii) In order to ensure safety in the workplace, all the faculty/staff members are advised to follow the guidelines issued by Government from time to time, including wearing mask, washing and sanitizing the hands regularly, maintaining social distance and installation of Arogya Setu app in the mobiles etc.

This issues with the approval of Competent Authority.

(Prof. R.K. Singh)
Registrar

F. No. Regr. Office/IGDTUW/2021/ 95(a-j)

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Copy forwarded to the following for information and necessary action: -

- (i) Pro - Vice Chancellor, IGDTUW
- (ii) All Deans and HoDs, IGDTUW
- (iii) Chief Proctor, IGDTUW
- (iv) Chief Hostel Warden, IGDTUW
- (v) All Branch Heads, IGDTUW
- (vi) Additional Registrar (General Administration), IGDTUW
- (vii) System Analyst with a request to upload the circular on University website
- (viii) PS to Hon'ble Vice Chancellor, IGDTUW
- (ix) PA to Registrar, IGDTUW
- (x) Guard File

(Prof. R.K. Singh)
Registrar