



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with 'A' Grade)

No. 17864/Admn A V/2020/UOK

CIRCULAR

Sub:- COVID-19 - Withdrawal of lockdown in Thiruvananthapuram City -
Proceedings - implementation - reg.

Ref :- Proceedings No.DDMA/01/2020/COVID/CZ-41 dated 14.08.2020, from the
District Collector & Chairperson, District Disaster Management Authority,
Thiruvananthapuram

In view of withdrawal of lockdown in Thiruvananthapuram City, the District Collector & Chairperson, District Disaster Management Authority vide Proceedings read above have issued guidelines. In the light of the above, the following directions are issued for the functioning of University of Kerala Office(Palayam/Kariavattom) / Departments / University Library / Other Institutions, which are made applicable to all the employees / teachers of the University w.e.f the midnight of 14.08.2020.

1. The Officers in and above the rank of Section Officer shall attend office on all working days
2. The Officers below the rank of Section Officer shall attend Office on alternate working days.
3. The Section Officers are directed to prepare a roster of their staff in the Section (intimating their days of presence in the office on weekly basis) and submit the same to respective Assistant Registrar. The Assistant Registrars are entrusted to furnish a weekly report of the same to the Registrar.
4. The Heads of all Departments shall ensure the participation of sufficient teaching / non-teaching staff and if necessary research scholars also in continuing the teaching (online teaching), research and other routine activities of the Department strictly in accordance with the stipulations laid down by the Proceedings read above.
5. Officers who are continuously absent from Office w.e.f 03.08.2020 due to Containment Zones/Hot Spots or quarantine shall submit Certificate from the Competent Authority for granting Special Casual Leave.
6. Visitors will not be permitted until further orders.

The contents of the circular shall be brought to the notice of all concerned.

Dr C R PRASAD
Registrar(i/c)

To

1. PS to VC/PVC
2. PA to Registrar/FO/CE/DPD/DCDC
3. All JR's/All DR's/All AR's/University Librarian/Superintendent of University Press/Security Officer
4. The Director, Computer Center /PRO
5. All Heads of the Department/Centers/Other Institutions
6. Stock File/File Copy