



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 - Lock Down - Functioning of Kerala University - Directions - reg:

Ref :- 1.DDMA/01/2020/COVID/CZ-27 Proceedings of the District Collector & Chairperson, District Disaster Management Authority, Thiruvananthapuram dated 28.07.2020
2 Letter No S11-3040/2020 dated 31.07.2020 from the District Collector, Thiruvananthapuram

The Proceedings of the District Collector & Chairperson, District Disaster Management Authority, Thiruvananthapuram, vide paper read as(1)above, has issued directions regarding the functioning of Government Offices/Institutions coming under the jurisdiction of Thiruvananthapuram Corporation. Also, the District Collector, Thiruvananthapuram vide letter read as (2) above, has consented to restart the functioning of University with maximum 33% of employees.

In the light of the above, the following directions are issued for the functioning of Kerala University Office/Departments/Centers/University Library/Other Institutions w.e.f 03.08.2020, strictly adhering to the Covid-19 Protocol

1. The Officers in & above the rank of Assistant Registrar shall attend Office on all working days
2. The Officers in & below the rank of Section Officer shall attend Office on alternate working days. On the days of absence at the office (alternate working days), the Officers shall work from home via DDFS
3. The respective Assistant Registrars are entrusted to confirm that the Officers who do not attend Office, work through online (DDFS) and shall furnish a weekly report on the same to Registrar.
4. The Deputy Registrars are entrusted to ensure the functioning of the Office, limiting the staff strength to 33%.
5. The Officers who are deployed for Covid19 duty (as per the orders from District Collector) shall inform the matter to the Registrar with immediate effect.
6. The respective Controlling Officers shall confirm the smooth functioning of the essential services like security, water supply, electricity, Engineering Unit and cleaning of the University.

7. Visitors will not be allowed to enter the University Campus.

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, Finance Officer, Controller of Examinations, D.P.D
3. All JR's/AIDR's/All AR's/University Librarian/Superintendent University Press/Security Officer
4. The Director, Computer Centre / PRO
5. All Head of the Departments/Centres/Other Institutions
6. Stock File/File Copy