



अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

(Ministry of Human Resource Development, Govt. of India)

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No.F.5-40/Misc/AICTE-Hqrs./2010 /629/


Dated: 16.04.2021

OFFICE MEMORANDUM

Sub. Preventive measures to be taken to contain the spread of Novel Coronavirus(COVID-19) – regarding.

Consequent upon the directions issued by Department of Higher Education, Ministry of Education (MoE), vide their Office Memorandum No. 44011/2/2021-E-IV dated 16th April, 2021, all Bureau/ Cell Heads/ Regional & Camp Officers are instructed to implement the following guidelines to prevent spread of Covid-19 in work places.

- a. All Bureau/ Cell Heads/ Regional & Camp Officers are directed to prepare a weekly roster to ensure that 50% of Group B and C employees may attend office every day, and the remaining 50% staff may be advised to work from home. It should also be ensured that attendance of at least one person per section is maintained.
- b. With regard to Director/Deputy Director/Assistant Director or equivalent Officers, a specific approval may be taken from the respective Bureau head for work from home, if necessary.
- c. All Officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- d. Further, the working hours for all employees who attend office on a particular day should be staggered. Accordingly, schedule has been worked out for the Bureaus/Cells it is suggested that three groups of employees may be formed and asked to attend office as per the following timings.
 - i. 9.00 AM to 5.30 PM - P& AP, IDC, FDC, STDC, PMSS, SDC
 - ii. 9.30 AM to 6.00 PM – Approval, Finance, Admin Bureaus & remaining Cells
 - iii. 10.00 AM to 6.30 PM - Hon'ble CM, VCM & MS Office.
- e. These instructions shall not apply to the employees engaged in essential/emergency services.
- f. These advisories would be applicable with immediate effect and will remain in force until further communication.


(Prof. Rajeev Kumar)
Member Secretary

Copy to :

- i. PS to Chairman/Vice-Chairman, AICTE Hqrs., New Delhi
- ii. All Bureau /Cell Heads/ All Regional/Camp Officers of AICTE for information & implementation.
- iii. Dy. Director, E-governance Cell, AICTE Hqrs.- for uploading the Office Memorandum on website
- iv. Notice Board