

राजधानी कॉलेज: राजा गार्डन: नई दिल्ली: 110015  
दिल्ली विश्वविद्यालय  
RAJDHANI COLLEGE: RAJA GARDEN: NEW DELHI: 110015  
UNIVERSITY OF DELHI

RC/RG/

दिनांक : 07.06.2021

Dated: 07.06.2021

**OFFICE ORDER**

In terms of DDMA office order no F.2/07/2020/pt file-III/432, dated 05.06.2021 and University of Delhi office order no F.No.Estab.II(i)/330/COVID-19/M/2020/1291 dated 07.06.2021. The following is instructed:-

1. All the Officers of the rank of Section Officer and above or equivalent including In-charges of Sections shall attend the office on all working days.
2. The Sections Officers and / In-Charge of Section shall prepare a duty roster of the staff of the respective sections in such a way that the work of the section shall not suffer and social distancing be maintained to prevent the spread of COVID-19.
3. The Heads of Department /Faculty /Units shall call any staff as per requirement on all working day for smooth functioning of the concerned Department /Faculty /Unit.
4. The Staff unable to attend the office as per duty roster due to personal reasons may have to apply suitable leave.
5. All the precautions/measures proposed in the guidelines issued by the MHA/DDMS/MoHFW from time to time shall be strictly followed.

  
Prof. Rajesh Giri  
Offg. Principal