



## OFFICE ORDER

Happy New Year.

The Delhi Disaster Management Authority (DDMA) Government of NCT of Delhi has issued an order of alert (Level-1) vide order No. F.60/DDMA/COVID-19/2021/500 dated 28.12.2021 wherein certain restrictions on social activities, economic activities, transportation and movement in NCT of Delhi has been imposed.

In view of above Order, the following is implemented with immediate effect:

1. The mandatory requirement of Bio-metric attendance has been dispensed with effect from 03.01.2022 till further orders.
2. The Controlling Officers are advised to ensure attendance of staff with timings in a register till Bio-metric attendance is resumed.
3. The teaching learning process shall continue in online mode and the requirement of physical presence for practical and other classes for Science subject is also dispensed with till further orders.
4. All the Teaching and Non-Teaching staff are advised not to leave the station without prior permission and sanction of appropriate leave.
5. In case of any requirement for administrative work, the respective Dean / Head / Director / Principal etc. may advise the concerned faculty to attend the Office / responsibility physically wherein the presence of faculty is essential. The said faculty shall attend the College / Institution without fail.
6. All the staff are advised to maintain COVID appropriate behaviour as suggested by DDMA, MHA and MoHFW.

STAY SAFE – STAY HEALTHY.

This is issued with the approval of the Competent Authority.

*M. S. G. S.*  
01/01/22  
REGISTRAR