



जवाहरलाल नेहरू विश्वविद्यालय
Jawaharlal Nehru University

ADMINISTRATION

No. 01/Admn./Corona (Covid-19)/Misc./2020

30th June, 2020

NOTIFICATION

SOP on preventive measures for Central Dak System to contain spread of COVID-19

In order to contain the spread of Novel Corona virus (COVID-19), precautionary measures are required to be taken by all the employee of the University. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

- (i) Facilitate delivery and receipt of Dak at the entry point itself of the Administration-II building only.
- (ii) All documents received by the Central Dak are being properly sanitized on daily basis so as to avoid the infection through frequent touching of paper.
- (iii) The internal Dak (within the Administration buildingS) should be distributed by the concern branches only. Dak pertains to difference School(s)/Centre(s)/Department(s) will not be routed through the Central Dak System.
- (iv) The request of Speed Post from various Branches/Department of the Administration shall normally be accepted and will be disburse according to procedure of postal departments. Other outside Dak (other than the University) should not be entertained till further order.
- (v) The receipt of Dak, in person, will be acknowledged by the recipient signing his name in full and in ink with date and designation.
- (vi) Special messenger service to distribute the Dak within the campus and outside the campus will not be operative.
- (vii) Wearing of face covers/masks is mandatory for all.
- (viii) Only asymptomatic person shall be allowed in the building premises to visit office of the Central Dak.
- (ix) Proper crowd management in the corridors is required to manage strictly hence Loitering and crowding in corridors should be avoided and more than 03 persons at a time may not be permitted to attend the office of Central Dak.
- (x) People should maintain social distancing at least one metre between them while walking or seating and queuing up for delivering the Dak of their branches.
- (xi) Employees those who are bringing Dak should come through the Administration Building gate No-II in a staggered manner.
- (xii) Sanitation/Engineering branch may ensure supply of hand sanitizers, soap, hand gloves and running water in the washrooms.
- (xiii) In case of any query and difficulty please make a contact to 011-26704056 or email to Deputy Registrar, Administration at dr_admin@mail.jnu.ac.in.

All officer/ staff are advised to strictly follow the above mentioned precautionary measures in this common fight against COVID-19.

(DR. PRAMOD KUMAR)
REGISTRAR

All Concerned

Copy to:-

1. Director-CISwith the request to upload the same on JNU website
2. A.R. (Estate)
3. CSO