



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)  
[General Administration]

F.No.: IPU/GA/Misc./2020-21/

Dated: 09<sup>th</sup> May, 2020

## OFFICE ORDER

**Subject: Preventive measures for containment of COVID-19**

In order to contain the spread of COVID-19 and in pursuance of orders/guidelines/advisories issued by the Govt. of India/State Govt. from time to time, to have a proper track record of movement of University employee for future exigency, it has been decided in the public interest that the employees of the University who are attending office during lockdown are strictly advised to take following precautionary measures:-

1. Entry from main gate will allowed by showing the "Pass to Attend the office issued by O/o Registrar/COF/GA/UWD/Admission/Branch
2. Proper inward and outward entry alongwith timing would be made in the Registers available with Security guards at the main gate as well as at the entry gate of Administrative and academic blocks
3. Employees and Students residing inside the campus will also do inward and outward entry alongwith timing in the Security Registers and discourage entry of outside visitors in the University Campus to the maximum possible extent.
4. All employees shall comply with guidelines/advisories issued by the Govt. of India/State Govt. from time to time regarding the precautionary measures to prevent spread of COVID-19.

This issue with the approval of Competent Authority.

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(Dr. Pankaj Agrawal)  
Deputy Registrar (GA)

Copy to:

1. All the employees & Students of the University
2. All stake holders/workers of outsourced agencies working in the University
3. AR (Security) to follow-up for strict compliance and keep record of CCTV surveillance and Registers
4. Guard File