



# DAV COLLEGE MANAGING COMMITTEE

CHITRA GUPTA ROAD, NEW DELHI - 110055

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

## Office Order

Ref. : Delhi Disaster Management Authority Order.

The DAV College Managing Committee Office will work on 50% strength basis with immediate effect from 10.00 a.m. to 5.00 p.m. from Monday to Saturday (except weekend curfew) or till restrictions imposed by the Government continues. However, remaining 50% staff not attending office on working days shall perform work from their home. The Sectional Heads are requested to call the staff as per roster already prepared to ensure that the office work does not suffer.

All employees would ensure that three safety precautions given below must be strictly adhered, to control the spread of virus. Non-compliance will be viewed seriously:

- i) Use of face mask,
- ii) social distance of 6 ft; and
- iii) washing of hands frequently

Any instructions received from the DDMA / Govt. Authorities pertaining to pandemic will be strictly complied-with and will be intimated through office order for its implementation.

General Secretary

Copy to All Directors / CLA / AO / CAO / IO / Sectional Heads