



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore - 641 043, Tamil Nadu, India

08.10.2020

CIRCULAR

Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)-
Attendance-reg.

Ref: Ministry of Personnel, Public Grievances and Pensions, Government of India DOPT
F.No.11013/9/2014-Estt.A.III dated 07.10.2020.

The following procedures should be adhered with regard to the attendance of Teaching & Non-Teaching(Aided) staff members during Lockdown period:

1. All 'A' Grade officers shall attend office on all working days.
2. 50% of the staff should be present on all working days. 15 days of attendance per month is mandatory. If not able to come for duty, they have to produce Leave letter according to their availability of leave.
3. Those who are affected by COVID-19 are exempted from attending duty subject to the condition that they should produce the proper evidence.
4. The staff members who want to leave to other districts/state should get prior permission from the Head of the Institution.
5. Those who do not get permission to leave the duty station and not return to duty on the specific day, such employees may be allowed to apply for leave for the entire period till they returned to their duty station and rejoined duty.

S. Kousalya
REGISTRAR

Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Registrar's Office
4. Assistant Registrar's (Aca.)
5. Director, School of Engineering
6. Director, Self Finance
7. All Deans
8. HOD's
9. Faculty of Education
10. The Public Relations Officer
11. The Controller of Examinations
12. The Finance Officer
13. The Civil Engineer
14. Director, Computer Centre
15. Computer Centre
16. All Non-Teaching Staff Members
17. University Website for information