Ref: No. 151/PR34/2020

Sub: Anna University - G.O. issued – Functioning of Government Offices with six day week - Reg.
Ref: G.O.(Ms.) No. 239, Revenue and Disaster Management (DM-II) Dept., Dt.15.05.2020

The Government of Tamil Nadu have issued the direction in the G.O. cited above with regard to smooth functioning of Government Offices including Universities with effect from 18.05.2020 onwards. The instructions are as follows:

a) Six-day working week including Saturday as working days, with present office timings.

b) All Government Offices shall function with half the work force (i.e. 50%) 

c) In the start of a week, first batch shall work for 2 days at a stretch (Monday & Tuesday) and the second batch shall work for the next 2 days (Wednesday & Thursday) followed by the first batch for the next 2 days (Friday & Saturday). In the subsequent week, second batch shall work for 2 days at a stretch (Monday & Tuesday) and the first batch shall work for the next 2 days (Wednesday & Thursday) followed by second batch for the next 2 days (Friday & Saturday).

d) The staff on off-duty shall also attend office if called for at any point of time.

e) All Group “A” officers and all Head of Offices shall attend office on all working days.

f) All Officers/Staff members shall always be available for official work and accessible through any electronic mode of communication.

Hence, all the Deans of all the Campuses, Dean i/c of Regional Campuses and Constituent Colleges, Principals of affiliated engineering colleges of Anna University are requested to kindly adhere to the aforesaid Government directions scrupulously until further orders and also to ensure that the employees in batches are available and accessible at any time for official work. The Head of Offices / Unit Heads are requested to prepare the schedule of workforce including daily wage and consolidated pay staff members for smooth functioning of office with the details of 1st and 2nd batches on a rotation basis.

Further, as instructed in earlier circulars, all the faculty members and teaching fellows are once again requested to continue their online courses / tutorials to all the course students and explore other avenues including Whatsapp to send notes etc. to the students for their studies. Research Scholars also can work from home during this lockdown period until further orders. All HODs to ensure all the health Guidelines are followed by everyone including mask, social distancing and sanitation. All Toilets need to be regularly disinfected.

To
All the Deans of Campuses
All the Directors of Centres/Institutes
All the Heads of Departments/Divisions
All Dean i/c of Constituent Colleges/ Regional campuses
The COE/ACOE/Unit Officers/Section Heads
The Estate Officer.
The Director, CCC /CAI - to circulate to all Constituent Colleges/Regional campuses and Affiliated Engineering Colleges of AU