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Maharaja Agrasen College
University of Delhi
Vasundhara Enclave, Delhi - 110096

November 25, 2020

OFFICE ORDER

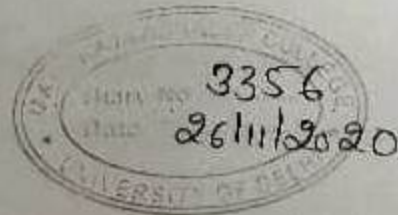
Whereas it is seen that some members of the staff remain absent from work and they have not reported the reason for their absence and have not availed any leave.

In the present situation of Global Pandemic though it is important for all to take care of our health and that of our family members, it is equally important that the office decorum and records are also maintained and completed and there should not be any misuse.

Whereas at times it is imperative to home quarantine ourselves due to the current scenario, it is mandatory that such acts are duly reported in the office followed by Supporting documents and tests reports which are being conducted free of cost by Government in dedicated test centres.

Accordingly with immediate effect all concerned are hereby informed that any absence from duty shall be reported and due approval will be availed by all concerned.

The college will consider requests of all concerned to Work From Home which shall be submitted in the prescribed format.



Dr. Sanjeev Kumar Tiwari
Principal(Offg)

To:

All concerned- through Notice Board
Sys Admin:- for college website