

ORDER

No.Admn.R.8/2022/ 851

Dated: 6/01.2022

Due to increase in cases of COVID-19 in the State, the Chief Secretary ,Govt. of Haryana has issued guidelines vide No.62/69/2021-6GS-1 dated 4.1.2022.

In view of above, the competent authority has approved the following instructions for meticulous compliance in the University Campus and at outstations as well:-

- a) The Attendance percentage of Group-A & B/Class-I & II may be 100% and for Group C & D/Class-III & IV may be 50%. However, a roster in this regard (for Group C&D) may be devised at the level of HOD/Head/Incharge conveyed with a copy to Controlling Officer concerned and staff may be called upon on duty on alternate days.
- b) All the persons with the disabilities and pregnant women shall be exempted for attending offices on the production of proof thereof.
- c) The roster in respect of proposal under point No.1 may be circulated for the strict compliance of the employees covered under the same. It shall be appropriate that the employees covered under category of pregnant women and disabled employees alongwith employees on training/workshops etc may be covered under roster not attending the office.
- d) The HOD/Incharges concerned may ensure that the essential services/work may not suffer and the employees may be called upon at any time for the disposal of the work irrespective of roster so prepared/circulated.
- e) All essential services such as electricity, water supply, field farm operations/agricultural operations may be carried out as such by maintaining proper social distancing and Covid protocol.
- f) All the offices may ensure social distancing norms with proper sanitization.
- g) No employee shall be allowed to leave stations/headquarters and may be available on telephone and other electronic means of communication at all times. In case of any laxity the employee shall be liable for disciplinary action.
- h) The regular teaching in Colleges may remain suspended and the online classes may be carried out.
- i) All the meetings as far as possible may be conducted on video conferencing and personal meeting with visitors, unless absolutely necessary for public interest, may be avoided.
- j) All the Officer Incharges may ensure the COVID norms/SOPs and to ensure the sanitization, masks, social distancing non-crowding in corridors canteens.
- k) Movement of staff from one office to another may be restricted and only in case of necessity the same may be allowed. Entry of officers/outside for the University Campus as well as buildings may be curbed appropriately for which Officer Incharges may ensure the same.

- l) Regular sanitizing of buildings, offices, work places particularly of the frequently touched surfaces may be ensured at the level of SMO/DSW being Controlling Officer of Campus Hospital.
- m) The entry may be restricted and only gate No. 1 may be operative with the conditions already got approved. However, the Gate No. 2 & 4 may be opened with following revised timings-

Morning- 8.45 a.m. to 9.15 a.m.
Afternoon- 1.00 p.m. to 1.15 p.m. and 2.00 p.m. to 2.15 p.m.
Evening- 5.00 p.m. to 5.30 p.m.

All the other instructions/SoPs/guidelines shall remain in force and the above instructions shall be operative till further orders.

Sd/-
Registrar

Endst.No.Admn.R.8/2022/ 852-970

Dated 6/01/2022

Copy of the above is forwarded to the following for necessary action and strict compliance of the above instructions:-

1. Secretary to Vice-Chancellor, CCS HAU, Hisar
2. All Deans/Directors/HODs/Offices/ Sections/ Units (including outstations), CCS HAU, Hisar.
3. The Registrar, LUVAS for similar necessary action.
4. COE/Advisor(Rectt.)/SPIO/ARE/ARF/ARA/ARL/Officer Incharge (Hosp), Faculty House/DDO/CSO/P.S. to Registrar.
5. Incharge, Technical Cell, COBS&H, CCS HAU, Hisar with the request to upload the same on the University website.


Asstt. Registrar (GA)
for Registrar