

Chaudhary Charan Singh Haryana Agricultural University, Hisar

ORDER

No. Admn.R.4/2021/ 7872

Dated: 22.04.2021

In order to combat the threat of viral infections among the University employees and to protect it from COVID-19 pandemic, various advisories/guidelines are being issued by the MHA, State Govt. and District Administration from time to time.

2. Due to tremendous increase in number of COVID-19 cases, the competent authority is pleased to order as under:

- (i) All the Officers of the University of the level of Class I and II (Group A&B) shall attend offices on regular basis whereas for Class III and IV (Group C&D) 50% of the overall strength of each establishment shall attend the Offices/Departments subject to roster to be devised by the officer concerned. However, the utility services such as Engineering Unit, Medical Services, RDS Farm, Director Farm and other Departments shall run with full capacity. Also the officers shall ensure that where sufficient space is available, the staff shall attend the offices in full capacity to avoid work loss. However, the Controlling Officers/HODs/Incharges may ensure that emergent and need basis research/academic/online teaching etc. work may not suffer.
- (ii) Public entry in the University Campus shall be restricted immediately till further orders and for the University employees/residents/students, their entry shall be allowed only on the production of I.D. proof/Gate pass on the vehicles and the Gate No. 1 shall only be operative for the purpose. However, to facilitate the staff, students and residents, the Gate Nos. 2 and 4 shall be operative for restricted timings i.e. 8.30 a.m. to 9.30 a.m. (morning) and 4.30 p.m. to 5.30 p.m. (evening). Further, entry through Gate No. 3 shall be allowed to the Govt. vehicles, Tractors being peak harvesting season.
- (iii) Individuals shall maintain a minimum distancing of six feet in common place as far as feasible.
- (iv) Use of face mask/cover at all the times shall be ensured and the masks must be worn properly to cover nose and mouth.
- (v) The staff shall be provided soaps along with sanitizers and other related material for frequent hand wash.
- (vi) Respiratory etiquettes shall be followed strictly.
- (vii) Spitting shall be strictly prohibited and shall be made punishable.
- (viii) Installation and use of Aarogya Setu App is must for all the employees.
- (ix) At every entrance/entry point, hand sanitization and thermal screening shall be ensured by all the officers concerned.
- (x) Only asymptomatic staff/visitor shall be allowed entry.
- (xi) The officer/staff residing in Containment Zone shall inform the same to the supervisory officer immediately and he/she shall not attend the office till Containment Zone is denotified and the official shall be permitted to work from home.
- (xii) Disinfection at least twice a day on the entrance of vehicles using 1% Sodium Hydrochloride solution/spray along with disinfection of frequently touched surfaces shall be ensured by the officer concerned.
- (xiii) Visitors with prior permission of the officer to whom they want to meet shall be allowed after being properly screened and unnecessary movement of staff shall be restricted by the officers concerned.

- (xiv) Meetings as far as possible/feasible shall be convened through Video Conferencing.
- (xv) Proper crowd management shall be ensured by the Officers/Incharges at all the shops, canteens etc. outside as well as within the premises, the physical distancing norms shall be followed strictly and Officer Incharge shall ensure that no overcrowding shall be allowed.
- (xvi) Proper screening and frequent sanitization of workplace particularly for the frequently touched surfaces shall be ensured by all the Officers/Incharges and SMO shall ensure its implementation.
- (xvii) For use of air conditioning and ventilation facility, the guidelines of CPWD shall be followed and the air conditioning devices should be in the range of 24-30 degree centigrade, relevant humidity should be in the range of 40-70% and intake of fresh air should be as much as feasible and cross ventilation shall be adequate.
- (xviii) The officers shall ensure sitting arrangements of the staff at a distance of six feet as far as feasible/possible.
- (xix) No employee shall be permitted to leave the station without the prior permission of the authority competent.
- (xx) All the hostels and hospitality services including Faculty House, Faculty Club, Kisan Ashram, Employees Community Centre shall be restricted and shall be allowed only with limited capacity as prescribed by the Govt. (both inside and outside the premises)
- (xxi) Food/Dining services in Faculty House Complex shall be stopped with immediate effect and only room services or take away for dining in rooms shall be allowed by following protocols/SOPs of MoH&FW.
- (xxii) The library services shall be restricted with immediate effect.
- (xxiii) All the employees shall ensure their vaccination as per their entitlement along with their family members and DSW being Controlling Officer of Campus Hospital shall ensure that Vaccination Camps shall be organized in the Campus Hospital.

Sd/-
Registrar

Endst.No.Admn.R.4/2021/ 7873-992

Dated: 22-04-2021

Copy of the above is forwarded to the following for information and taking necessary action.

1. All Deans/Directors/HODs/Offices/ Sections/ Units (including outstations), CCS HAU, Hisar.
2. Secretary to Vice-Chancellor, CCS HAU, Hisar
3. SPS to Vice-Chancellor, CCS HAU, Hisar.
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.

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Asstt. Registrar (GA)
for Registrar 22/4