

Chaudhary Charan Singh Haryana Agricultural University, Hisar

ORDER

No.Admn.R.4/2020/ 25034

Dated: 21.09.2020

Due to tremendous increase in the number of COVID-19 cases in the last few days as well as number of cases found COVID-19 positive in the University community and to avoid further spread, the competent authority is pleased to order as under:-

- (i) The office timings w.e.f. 22.9.2020 shall be observed as 9:00 am to 4:30 pm with 30 minutes lunch break as 12:30 pm to 1:00 pm till further orders.
- (ii) All the Group A&B employees i.e. Class-I and II employees shall attend Offices/Depts. for the above timings.
- (iii) For Group C&D employees i.e. Class III and IV, the working hours shall be divided into 2 shifts i.e. 9:00 am to 12:30 pm (Ist shift) and 1:00 pm to 4:30 pm (IInd shift).
- (iv) The timings for opening of Gate No. 4 (strictly for University employees on production of I.D. cards) shall be as under:-
 - 8:45 am to 9:15 am (for entry purpose only)
 - 12:30 pm to 1:15 pm (for entry and exit purpose only)
 - 4:30 pm to 4:45 pm (for exit purpose only)
- (v) The HOD/Officer/Branch Incharge concerned shall decide the roster for attending offices by the employees of Group C&D category in shifts.
- (vi) For Campus Hospital, the timings shall be observed as under:-
 - 8:00 am to 12 noon (Ist shift)
 - 4:00 pm to 5:30 pm (IInd shift)
- (vii) For Farm field operations, working hours for all the employees shall be observed as 9:00 am to 4:30 pm with 30 minutes lunch break.
- (viii) It shall also be ensured by all the Officers/Incharges that office work may not suffer and in case of requirement, the official(s) may be called up irrespective of their shift timings.
- (ix) All the Officers/Incharges may ensure that movement of employees in the University working under their control may be restricted and only in emergent/necessary cases, movement to other Depts./Offices may be allowed.
- (x) The Officers/Incharges shall ensure that there should be at least 6 feet distancing between employees Sitting Plan.
- (xi) In case of COVID-19 cases found/confirmed in any of the Establishment/Deptt./Office, the Officer Incharge shall inform the Controlling

Officer concerned in this regard immediately and workplace shall be closed immediately for 48 hours without taking any further orders. However, information in this regard shall be provided to the office of the undersigned immediately through the Controlling Officer.

- (xii) In case of any suspected case, information shall be provided to the Senior Medical Officer immediately by the Controlling Officer concerned.
- (xiii) All the Officers/Incharges shall provide the information of COVID-19 cases found till date with complete details of the employees to the Senior Medical Officer under intimation to the office of the undersigned.

Sd/-
Registrar

Endst.No.Admn.R.4/2020/ 25035-25164

Dated: 21.09.2020

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.

ka/-
Asstt. Registrar (GA)
for Registrar
21/9/20