

## Chaudhary Charan Singh Haryana Agricultural University, Hisar

### ORDER

No.Admn.R.4/2021/

Dated: 28.04.2021

Due to sudden rise in the number of COVID-19 cases in various Departments/Colleges of the University and keeping in view the safety of the employees, the competent authority has decided that the University Campus shall be got sanitized on 29.04.2021 and shall be closed for 48 hours i.e. on 29.04.2021 and 30.04.2021. Following Committee has been constituted for the sanitization purpose in the entire University Campus:-

1. SMO/Medical Officer
2. Chief Security Officer
3. Asstt. Registrar (GA)

2. Further, the competent authority is pleased to order as under:-

- (i) The office timings in the University Campus w.e.f. 1.05.2021 shall be observed as 8.00 a.m. to 1.00 p.m. without any break till further orders.
- (ii) 50% staff of Group C&D (Class III&IV) shall only attend the office and for Group A&B (Class I&II), all the Officers/Teachers having administrative posts shall come to the workplace and rest of the employees shall attend the Offices/Deptts. on need basis (but not less than 50%) for which the Controlling Officer/HOD/Sectional Head/Branch Incharge concerned shall ensure its proper implementation. In case of teaching, online studies/research activities and extension activities shall not suffer.
- (iii) Departments of essential services such as Medical/Health, Cleanliness, Electricity, Water supply, Security, Maintenance along with field/farm/research area shall be functional and the Controlling Officer concerned shall ensure the same.
- (iv) The entry in the University campus along with vehicles shall be completely restricted and entry only through Gate No. 1 shall be allowed with proper Gate Pass/I.D. Card. All other gates (except Farm gate (Gate No. 3) for field/farm purposes) shall not be operational till further orders.
- (v) The movement of employees attending the Offices/Deptts. shall be restricted only to their workplace by following the SoPs of the workplace strictly.
- (vi) The services of Faculty House, Faculty Club, Employees Community Centre, Kisan Ashram shall be restricted till further orders.
- (vii) The employees residing in the Macro Containment Zones shall be exempted to attend the offices and be allowed to work from home. However, for the same, the employees concerned shall inform immediately to their immediate Incharge in this regard.
- (viii) No Officer/Official shall be allowed to leave the station without the prior permission of Controlling Officer concerned and in case of said event, disciplinary action may be taken against the employee concerned.

- (ix) The Campus Hospital shall be functional from 8.00 a.m. to 12.00 noon in first shift and 4.00 p.m. to 5.30 p.m. for second shift. However, in case of emergency, Senior Medical Officer shall ensure the duty of Medical Officer and supporting staff in this regard.
- (x) All the shops and booths in the University Campus shall maintain social distancing and timings as per District Administration norms. The Deputy Estate Officer shall ensure its strict compliance.
- (xi) All the canteens of the University Campus shall only be functional till office hours and the officer concerned shall ensure that there shall not be any type of gathering and the canteen contractors shall deliver the items to respective rooms/seats. Further, proper sanitization and hygiene shall be maintained.
- (xii) Regarding functioning of Research Stations/KVKs/Outstations, it shall be appropriate that the respective Incharges shall decide the SoPs and other norms with the approval of the Controlling Officer concerned depending upon the situation and orders of respective District Magistrate of concerned district.
- (xiii) The guidelines of the District Magistrate, Hisar dated 25.4.2021 vide Endst. No. 1241-121 shall be circulated to all the University Departments for compliance.

Sd/-  
Registrar

Endst.No.Admn.R.4/2021/9325-9444

Dated: 28.04.2021

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(Recst.)/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  
28/4