

**Chaudhary Charan Singh Haryana Agricultural University, Hisar**

**ORDER**

No. Admn.R.4/2021/ 9829

Dated: 03-05-2021

Keeping in view the lockdown imposed by the State Govt. vide orders No. DMC-SPO-2020/5215 dated 2.05.2021 w.e.f. 3.05.2021 to 10.05.2021 (till 5.00 a.m.) and instructions/guidelines issued thereof. The competent authority is pleased to order as under:-

- (i) 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/Depts. 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. The staff/employees attending the offices shall wear their identity cards or get issue the movement passes as per instructions dated 02.5.2021.
- (ii) 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.
- (iii) The office timings in the University Campus w.e.f. 4.05.2021 shall be observed as 8.30 a.m. to 1.00 p.m. without any break till further orders.
- (iv) All the University gates shall be operative for the employees with the timings as 8.15 a.m. to 08.45 a.m. (for entry purpose) and 1.00 p.m. to 1.30 p.m. (for exit purpose only). For rest of the movement, if required, only Gate No. 1 shall be operative. Gate No. 3 (Farm Gate shall also be operative for Govt. vehicles/field and farms visits).
- (v) All the staff members having age more than 50 years shall be exempted to coming to offices and be allowed to work from home. Simultaneously, the persons with disabilities, pregnant women, persons with severe hypertension, blood pressure, heart and lung disease, cancer and other chronic disease shall be exempted. This shall also be applicable on the contractual, outsourcing, daily wages/ad hoc staff too.
- (vi) All the officers shall ensure that the office work/essential services shall not be affected and be functional during the period. Further, the officers/officials are required to be allowed on telephone and Headquarter shall be maintained
- (vii) The officials residing in Containment Zones shall be exempted for coming to the offices till the Containment Zones are denotified.
- (viii) The officers/officials attending the offices shall strictly follow COVID appropriate behavior along with SoPs.



- (ix) No meetings shall be conducted and may be conducted through video-conferencing as far as possible.
- (x) Entry of outside visitors shall be curtailed appropriately.
- (xi) The employees may be advised to get themselves vaccinated.
- (xii) The instructions dated 08.05.2020, 16.07.2020, 15.09.2020, 16.04.2021 and 30.04.2021 issued by the Chief Secretary, Govt. Haryana are also enclosed for compliance. The instructions dated 28.4.2021 shall also be applicable.

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Registrar

Endst.No.Admn.R.4/2021/ 9830 - 9950

Dated: 03-05-2021

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  
3/5/21