

Ch. Charan Singh Haryana Agricultural University, Hisar

ORDER

No. Admn.R4/2020/

Dated:

Due to spread of COVID-19 and lockdown imposed in the entire country, guidelines of Ministry of Home Affairs circulated vide No. 40-30/2020-DM-I-(A) dated 15.4.2020 and the decision taken in the Officers' Committee Meeting held on 16.4.2020, the competent authority is pleased to order as under:

1. The guidelines issued regarding COVID-19 from time to time may be complied with.
2. Regarding functioning of University departments/offices w.e.f. 21.4.2020 as well as to run essential services, all Class-I and Class-II officers/employees shall attend the Departments/ Offices. For group C and D/Class-III & IV, roster shall be devised and maintained by the officer incharge concerned to ensure the running of official work with 33% of staff by maintaining proper social distancing and other guidelines applicable.
3. Regular classes in all the Colleges/Departments shall remain suspended up to 03.05.2020 or till further orders. However, as per the guidelines already circulated, the online study material and other data as being provided to the students shall continue. Quality aspect of the material alongwith its strengthening is necessary and to further streamline the process, following Committee has been constituted in this regard :-
 - i) Dr. A.K. Chhabra, HOD, GPB (Chairman)
 - ii) Dr. Sanjay Kumar, Department of Vegetable Science
 - iii) Dr. Sushil Sharma, Department of Horticulture
 - iv) Dr. Ankit Jood, Department of Entomology.

The above Committee under the guidance of Chairman shall assist and provide technical support for quality course material development /online study material for all teachers and information so gathered including content development/uploading of study material/attendance etc.

4. All the hostels shall remain closed and only the students already residing shall be allowed to stay with proper hygiene/fooding etc.

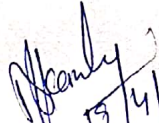
5. The Campus School shall remain closed as per the directions/guidelines till further orders.
6. Faculty Club/Faculty House/Employee Community Centre shall remain closed up to the lockdown period.
7. Regarding the functioning of Research Stations/ KVKs at Cantonment Zones, only essential services and important works as permitted during the lockdown period may be continued as per guidelines applicable at respective station and for the emergent and essential issues, the respective incharges may take orders through their Controlling Officer concerned.
8. The RDS Seed Farm, Director Farm and other Farms/Field Offices/Departments/ Sections where agricultural operations took place shall be functional due to peak harvesting season. However, the Controlling Officer concerned shall ensure the guidelines being circulated from time to time and maintain proper social distancing and prefer the work in shifts. It may also be ensured that during the shifts atleast one hour gap may be maintained (in case of offices/rooms) for sanitization.
9. University Workshops shall be functional by ensuring guidelines.
10. To manage the financial activities of the University, the office of Comptroller shall be functional and all the branches by maintaining social distancing shall work and in case shifts are required the same may be ensured with the same guidelines as mentioned above in Sr. No. 8.
11. Engineering Unit shall be functional for the maintenance and permissible works and the Controlling Officer shall ensure guidelines in this regard.
12. Technical Sections, Computer Section, Public Relation Office shall be functional.
13. Shops in the Shopping Centre shall be opened without bar of time limits and the Controlling Officer concerned shall ensure that the shops allotted for the essential items such as groceries, vegetables, fruits, milk booth etc. may only be permitted to be opened.

14. Security organization shall be functional.

In addition to above, keeping in view the directions and the guidelines being issued from time to time by the MHA following shall also be taken care:-

- (a) It shall be ensured by all the Officer Incharges that Face Mask/Cloth may be used by the employees working under their control.
- (b) No gathering of more than five persons in a single room shall be allowed. Also to avoid the gathering, the canteen contractors shall deliver tea and other food items to the respective rooms/seats.
- (c) Spitting shall be prohibited and it will be punishable.
- (d) All the Controlling Officers shall ensure the adequate arrangements of Thermal/Temperature Screening.
- (e) It shall be ensured by all the Officer/Incharges that no large meetings shall be organized.
- (f) Persons above the age of 65 years and persons with co-morbidities and parents of children below the age of 5 shall be encouraged to work from home and shall not be allowed to work in the Offices
- (g) Use of Arogya setu app will be encouraged for all employees
- (h) All the entry gates, canteens/rooms/wash-rooms/walls and surfaces shall be got disinfected in addition to regular cleaning before the functioning of Offices/Departments and the same practice shall be followed till further orders.
- (i) It shall be ensured by the Sr. Medical Officer and Chief Security Officer that all the vehicles/machineries shall be disinfected as per norms at the entry gates of the University. The public entry shall be allowed only from the Gate No. 1 as per orders already issued, however, due to peak harvesting season the Farm gates shall also be opened for University tractors, machineries, vehicles and same practice shall be followed for disinfection of vehicles and machineries there too.

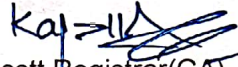
- (j) All the Controlling Officers shall ensure that the employees working under their control may be provided hand-wash facilities and sensitizers etc. Also all the Controlling Officers shall ensure the fixing of Flex indicating DO's and DON'Ts as per guidelines already circulated and are being circulated time to time by the office of the Registrar


19/4/2020
Registrar

Endst.No.Admn.R.4/2020/ 8825-8944

Dated: 19-04-2020

Copy of the above is forwarded to all Deans/Directors/HODs/Offices/Sections/Incharges (including outstations), CCS HAU, Hisar for information and necessary action:-


Asstt.Registrar(GA)
for Registrar 19/4/20

CC

- 1 The OSD to Vice-Chancellor, CCS HAU, Hisar
- 2 The SPS to Vice-Chancellor, CCS HAU, Hisar.
- 3 The Registrar, LUVAS, Hisar.
- 4 The Media Advisor/Public Relations Officer, CCS HAU, Hisar.
- 5 The Incharge, Technical Cell, COBS&H, CCS HAU, Hisar.
- 6 COE/Advisor (Rectt.Cell)/ SPIO/ ARF/ ARA/ARE/ARL/PS to Registrar/CSO/ Officer Incharge(Hospitality), Faculty House, CCS HAU, Hisar.