

CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY HISAR
ORDER

No.Admn.R.4/2020/

Dated:

In light of spread of Novel Coronavirus (COVID-19) preventive steps are to be taken by all the departments in respect of their employees, the competent authority has approved the instructions/guidelines issued by the Chief Secretary to Govt. Haryana, General Administration Department, General Service-I Branch, Chandigarh issued vide No.62/19/2020-6GS-I dated 20.3.2020 and following has been decided:-

- i) All the Heads of Departments/ Offices shall ensure that vulnerable employees including the employees engaged under Outsourcing Policy, viz. employees above the age of 50 years, employees with underlying medical conditions, pregnant women, etc. shall be advised to work from home.
- ii) In emergent situations, the Head of Department/office, if feels/ require the services of such employees at any time, to cop up with the situation, such employees working from home shall maintain headquarters and be in readiness for development at short notice and be available on landline/mobile telephone.
- iii) No employee shall leave the station without prior permission of the competent authority.

It has been decided that the HODs/Officer Incharges may ensure compliance of these instructions/guidelines and proper record in this regard shall be maintained in respect of the employees covered under the above categories.

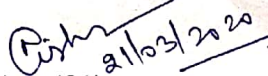
Further due to fog end of the financial year, the HODs/Incharges shall also ensure that the services of the employees dealing with budget/purchases etc. shall be assigned to other employees and in case of services required in respect of the employees covered under the above categories, their services shall only be utilized only for emergent work and thereafter they shall be allowed to work from home.

Sd/-
Registrar

Endst.No.Admn.R.4/2020/ 7310-430

Dated: 21.03.2020

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

CC

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