

CHAUCHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY HISAR
ORDER

No.Admn.R.4/2020/

Dated: /05/2020/

In order to combat the threat of viral infections among the University employees and to protect it from COVID-19 pandemic, various advisories/guidelines are being issued by the MHA from time to time. In light of lockdown announced by the Ministry of Home Affairs vide orders dated 17.5.2020 and Standard Operating Procedure circulated by the Chief Secretary to Govt. Haryana vide letter dated 18.5.2020 (copy enclosed), the competent authority has ordered that the Standard Operating Procedure applicable to Govt. offices, employees at office/home/COVID-19 symptoms and SoP Implementation Committee may be followed and be brought to the notice of all the concerned. However, regarding Implementation Committee, the competent authority has ordered that all the Deans/Directors/Controlling Officers shall constitute three member committee for their Colleges/Directorates/Subordinate Offices in this regard.

Sd/-
Registrar

Endst.No.Admn.R.4/2020/ 11008-30

Dated: 20-05-2020

Copy of the above is forwarded to the following for information and taking necessary action.

1. All Deans/Directors/Officers of the University.
2. OSD to Vice-Chancellor, CCS HAU, Hisar
3. SPS to Vice-Chancellor, CCS HAU, Hisar.
4. Incharge, Technical Cell, COBS&H, CCS HAU, Hisar with the request to upload the same on the University website.


Asstt.Registrar(GA)
for Registrar

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Deputy Commissioners of the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
5. The Registrars of all the Universities in Haryana

Dated Chandigarh, the 18th May, 2020

Subject: Preventive measures to contain the spread of Corona virus (COVID-19) - Work from Home – Attendance in Head Offices at Chandigarh, Panchkula and Field Offices.

Sir/Madam,

I am directed to refer to this department letter of even number dated 03.05.2020 vide which many Government offices were re-opened with 100% staffing at Group A & B levels and 33% staff strength at level of Group C and D. In view of amended guidelines issued by Ministry of Home Affairs on 17.5.2020, the matter of attendance in Government Offices has been re-considered and following decisions have been taken in respect of all Haryana Government offices:

1. Attendance percentage for Groups A & B shall be 100% and for Groups C & D it shall be 50%. In case any office has sufficient office space to ensure 100% attendance with complete observance of Social distancing norms for all Groups ABCD, they may do so.
2. As per MHA guidelines and Annexure II of Ministry of Home Affairs' letter dated 17.5.2020 Social distancing norms have to be followed at offices. Therefore, Heads of Departments, Heads of Offices and Deputy Commissioners may stagger office timings as per their assessment to ensure there is no rush in offices.
3. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure that those officials who can work from home are enabled to do so.
4. All employees coming to office shall install Arogya Setu mobile app in case they have smart phones. If employees have feature phones then it is to be ensured by Head of Department that a missed call is made to 1921 from the employee's phone.
5. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared and such staff shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office.

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6. In case an employee's place of residence happens to lie within a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.
 7. All departments/boards/corporations shall work to implement e-Office software. Any department achieving 100% e-Office working capability may initiate work from home for any category of employees as per assessment of Head of Department. Expenditure for transition to e-Office may be met out of contingency/OE.
 8. Public dealing may be restricted till lockdown i.e. 31st of May 2020.
 9. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipment, canteens and vehicles.
 10. The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
 11. A Covid Prevention SoP (Standard Operating Procedure) for Government Officers has been provided as Annexure. All Government offices shall follow the SoP. In case any expenditure has to be incurred to implement the Office SoP, then it should be met from OE/Contingency Funds.
 12. Health department shall conduct regular checks to assess quality of implementation of SoP at Government offices and also conduct random sampling for Covid-19 for the employees at Head Offices as well as Field Offices regularly.
 13. The bar of 50% attendance mentioned in Sr. No. 1 above in respect of Group C & D category employees shall not apply to following Essential Category departments and their constituent units (Municipal Bodies, Boards, Corporations, Missions, Societies etc.) - *Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health, Development and Panchayats, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations, HSVP and Food and Civil Supplies Departments.*
 14. Deputy Commissioners shall ensure implementation of Office SoP at field offices and stagger the timings as per their assessment. Deputy Commissioners can however requisition services of any official of any department for containing Covid-19 as per their assessment.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Rakesh

Under Secretary, General Administration,
for Chief Secretary to Government Haryana.

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