

## **PANJAB UNIVERSITY, CHANDIGARH**

No.: 736-850/R/DS

Date: 11.06.2017

### **URGENT CIRCULAR**

In view of the recent 'fire incident' in the Administrative Block of the University on 14.05.2017 and in order to ensure the safety of valuable lives of our employees and property of the University, it is essential that we take adequate preventive measures to avoid such a mis-happening in future. Thus, following measures will be ensured:-

#### **General**

1. Preparation/heating of food, tea, etc. other than in the authorized pantries attached with the University Officers, are strictly prohibited in the Departments. Provision for adequate exhaust and other facilities should be ensured in such authorized pantries. The electrical appliances / cooking appliances used in such pantries have to be approved from Construction office for its meeting the load compliance.
2. No loose papers/files, etc. should be kept unattended near any electrical appliances/fittings. It should be kept in the covered cupboards / bins provided for the purpose.
3. P.U. Campus is a No Smoking Zone and Cigarettes / Bidis are prohibited in P.U. Campus.
4. Cloth curtains, loosely hanging should be avoided. Only 'venetian blinds' or fire retardant curtains or sun control films on glass panes should be preferred in the offices.
5. Efforts will be made to digitize all records and back-up be maintained in Hard Disks in Branches.
6. Use of Campus Portal is now mandatory and all records of all Branches will be up-loaded on respective modules of the Campus Portal within the next three months. Employees, who lack computer

skills will be identified by respective Chairpersons, Deputy Registrar/Assistant Registrar/Superintendent and their training to be conducted in batches by the MIS Cell.

7. All old documents, which are no longer required, will be destroyed by burning, as per the Rule given at Chapter XLVIII at pages 677 to 692 of Panjab University Calendar Vol. III (2016).
8. A certificate to the effect that all such documents, which are no longer required, have been destroyed, be submitted to this office within one month on receipt of this circular.
9. No loose papers will be kept on the desks after work. All free files and documents to be kept in drawers or cupboards/storage racks provided for the purpose. In case of shortage of sufficient storage facility, the same may be procured through 'Contingency Fund' available with the Branches.
10. All 'Fire Extinguishers' in respective areas be got refilled and checked for their serviceability periodically at least once in a month by respective Branch Head. Record of such maintenance be kept ready for inspection purpose.

### **Electrical Equipment**

11. No ad-hoc electrical wiring for charging of mobiles, etc. should be made. Additional wiring, extension, etc., if required, is to be got provided through the S.D.E. (Electrical), by authorized Electricians of the Construction Office.
12. No room heaters or other electrical appliances should be used in the building, without prior approval of the S.D.E. (Electrical)/ XEN - I.
13. Electrical load of the existing appliances, such as A.C., Air Coolers, Water Coolers, Fridge, etc., should be got checked by the Electrical Wing of the Construction Office to ensure the wiring etc. are safe for use.

14. Fitness of the existing electrical wiring in the building should be got checked by the Electrical Wing of the Construction Office to ensure that they are safe. Loose-wiring, if any, should be corrected, immediately. All electrical cords should be removed from aisles or other pedestrian's walkways. Never use electrical cords that are frayed or have exposed wiring. Do not overload electrical outlets by using multiple extension cords, etc.

### **Corridors**

15. Corridors, balconies, verandahs, hallways and aisles must be kept clear of all obstructers e.g. cupboards, unused office furniture, wastage drum, carton, waste material which might present a fire hazard and impede escape routes.

### **Storage Areas**

16. Areas used for storage should be kept clean and orderly. Accumulation of trash, trays as debris, if any type, is hazard and is an unsafe condition.

All above corrective steps are to be initiated and completed within 15 days on receipt of this circular, under intimation to the undersigned.

All Superintendents and above officers will ensure strict compliance of above instructions, any violation of orders would attract action under provisions of Para 15(c) of Part V of Rules Governing Conduct of University Employees at Page No. 112 of Panjab University Calendar-Volume-III, 2016

Sd/-  
Col. G.S. Chadha (Retd.)  
Registrar

Issued to:

Deans, Directors. Coordinators, Chairpersons of all Teaching Departments, P.U. Regional Centers, all Principals of Constitute Colleges, Warden of Boys and Girls Hostel, Head of all Non -teaching Departments and Heads of all Branches.

CC to: -

P.A. to V.C. for information of the Vice Chancellor