

## **PANJAB UNIVERSITY, CHANDIGARH**

No.: R02/20/6977

Date: 15.06.2020

### **Office Order**

This is in continuation to this office order bearing No. R02/20/6299 dated 02.06.2020.

Under the prevailing circumstances of Covid-19 pandemic and in the light of the MHA guidelines/SOP and guidelines issued by Govt. of India/UGC/MHRD from time to time, the following is hereby ordered by the University authority: -

1. Teaching will remain suspended till 30<sup>th</sup> June, 2020 in University. From 16.06.2020 only 1/3<sup>rd</sup> of the non-teaching staff working in University Departments/Centres and Regional Centres would attend office. However, no employee will be allowed to leave the headquarter without permission, as services of any employee from teaching as well as non-teaching staff may be required during this period. In those teaching departments where number of non-teaching employees are five or less than five, the Chairperson in the Department may invite more than 33% of the staff on duty depending upon the requirement.
2. Office timings shall be from 9.30 am to 5.00 pm (with lunch break from 1.00 pm to 1.30 pm) w.e.f. 16.06.2020.
3. Controlling Officers/Chairpersons/Directors/Unit Heads, etc., shall report for duty in their respective offices/departments/centres, etc., on all working days and the remaining staff shall report on rotational basis, making upto 33% of the staff. Further, in order to maintain social distancing and to follow other precautions/guidelines, issued by the Govt. of India from time to time, the Controlling Officers/Chairpersons/Directors/Unit Heads shall take decision regarding rotation of staff, seating arrangements, and distribution of work and time. Controlling Officers/Chairpersons/Directors/Unit Heads shall use their discretion to call their staff, within the above said office hours, to ensure social distancing.
4. Cleaners, Malis, Maintenance and Security Staff, responsible for maintaining essential services, shall report for duty everyday as per

requirement. However, staff residing in areas designated as 'Containment Zones' by respective District Administration shall be exempted.

5. Controlling Officers/Chairpersons/Directors/Unit Heads etc., in each Office/department etc., shall regulate/ensure cleanliness, wearing of masks by each staff member, sanitization and social distancing, etc.
6. All staff reporting on duty shall strictly observe/follow COVID-19 protocol and safety precautions issued by the Ministry of Health and Family Welfare, GOI, from time to time, especially the following:
  - a. Frequent hand wash/sanitization and maintenance of proper hygiene;
  - b. Maintenance of Social distancing;
  - c. Avoiding crowding of staff members;
  - d. Maintenance, cleanliness and sanitization in the personal area, e.g. table, personal belongings, etc.
7. No public dealing shall be allowed and Chief of University Security in the University shall ensure that only PU staff members are allowed entry at all gates.
8. In affiliated/constituent colleges also teaching will remain suspended till 30<sup>th</sup> June, 2020. However, Principals of the Colleges may call employees on need basis as per their requirements. Besides this, the affiliated Colleges located in the Union Territory, Chandigarh and Punjab would follow the guidelines issued by the respective Governments.

Sd/-  
(Prof. Karamjeet Singh)  
Registrar