PANJAB UNIVERSITY, CHANDGIARH

<div align="right">No.: 241/R/PA
Dated: 20.05.2021</div>

<u>OFFICE ORDER</u>

In order to review the status of COVID-19 cases in the University, on the basis of information received through Online Portal, launched for the purpose, from different departments/branches/offices of the University and to suggest measures to contain the further spread of corona cases, it has been decided after a threadbare discussion in an online meeting, on the matter, held on 20.05.201, at 3:00 p.m., to implement the following measures with effect from 21.05.2021: -

1. The Office timings of the University may be observed from 9.00 a.m. to 2.00 p.m. with 50% staff strength. The roster for the same shall be prepared by the concerned Controlling Officer. However, Officers of the level of Office Superintendent and above shall attend the office on daily basis.

2. The remaining non-attending 50% staff shall work from home under the instructions of their Controlling Officers.

3. No staff shall leave the station without the prior sanction of the Controlling Officer.

4. In order to attend to the urgent and time-bound assignments and also to the matters concerning students'/research scholars requiring immediate intervention, the concerned Controlling Officers shall attend the office with concerned subordinate staff, if required, beyond 2.00 p.m. also.

5. There shall not be any public dealing up to 31.05.2021 except with the prior appointment of the concerned HOD that too for urgent issues only.

6. With respect to Field Workers, the concerned Heads of the Department/Office may take a decision to stagger their timings/strength, if required, keeping in view the COVID-19 protocols.

   The above instructions shall remain operative upto 31.05.2021.

<div align="right">Sd/-
Registrar</div>

Issued to: -

1. All Chairpersons/Directors/Coordinators/Wardens and Heads of all Non-Teaching Departments/Branches/Offices of the University.
2. Secretary to VC for kind information of the Hon'ble Vice Chancellor.
3. PA to DUI, for kind information of the Dean of University Instructions.