

Panjab University, Chandigarh (UT)
India – 160014
(puchd.ac.in)

No.:Spl. 01/R/PA
Dated: 12/05/2020

Office Order

This is in continuation to this Office Order No. 271/R/PA dated 03.05.2020.

In pursuance of the clarification, received from Director Higher Education, Chandigarh Administration, Chandigarh, vide letter No. DHE-UT-C1-12/2020 (spl)., it has been decided that the Panjab University Offices and Offices of the Chairpersons of the Teaching Departments shall resume functioning w.e.f. Wednesday, i.e., May 13, 2020, and the following instructions/advisories shall be followed by all concerned in letter and spirit:-

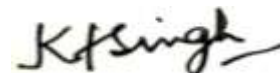
1. Office timings shall be from 10.30 am to 4.30 pm (with lunch break from 1.00 pm to 1.30 pm) on the pattern of Chandigarh Administration, Chandigarh, till further orders.
2. Class 'A' officers shall report for duty in their respective offices/ departments/ centres, etc., on all working days and the remaining office 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 Officer/Chairperson shall take decision regarding rotation of staff, seating arrangements, and distribution of work and time. Controlling Officers/Chairpersons shall use their discretion to call their staff, within the above said office hours, to ensure social distancing.
3. Chairpersons of the Departments are advised to visit their respective departments, or depute a person to ensure that the office/department area is clean, with all safety measures in place.
4. Cleaners, Malis, Maintenance and Security Staff, responsible for maintaining essential services, shall report for duty. However, staff residing in areas designated as 'Containment Zones' by Chandigarh Administration shall be exempted.
5. Controlling Officer/Chairperson in each Office/department etc., shall regulate/ensure cleanliness, wearing of masks by each staff member, sanitization and social distancing, etc.
6. All staff members 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 shall ensure that only PU staff members are allowed entry at all gates.”

Further, following GUIDELINES & MONITORING MECHANISM shall also be followed:

1. One day before opening of Office (Office of the Vice-Chancellor & DUI, Administrative Block, Aruna Ranjit Chandra Hall and USOL Building) –
 - A. Sanitisation and fogging of rooms of these buildings by Horticulture Department.
 - B. Cleaning, mopping up of floors of each room of office, dusting of furniture, shelves, racks, office record under the supervision of Care taker, sweeper working under him, and peons of the concerned branches.
2. Thermal scanning (one counter at Admn Block, one counter each in Aruna Ranjit Chandra Hall, Vice-Chancellor’s office and USOL Building) near entrances shall be done under supervision of security staff. Hand sanitizer shall also be made available for staff members by the Security Staff near entrances of these office buildings.
3. Wearing of masks shall be compulsory for all the staff members.
4. Employees are advised to ensure that there is no rush/crowd and social distancing be maintained while entering the offices.
5. Maximum 33% staff shall be allowed in the office. Roster shall be prepared by the Heads of each Branch (D.R./A.R.). However, in case of emergency, any staff member can be called on duty by the authority.
6. Office timings shall be from 10.30 a. m. to 4.30 p. m. with lunch break of half an hour to each employee, on different time slots to be adjusted by each Branch Head, in such a way that norms of social distancing are followed.
7. Seating arrangements shall be made in each Branch (by concerned Superintendents) in such a way, so that proper social distancing is maintained.
8. Sufficient Hand sanitizers will be provided, regularly, by AR (R&S) to each branch.
9. Care taker, with the help of sweepers, shall make sure that proper arrangements of water and soap is made in each washroom/toilet and washrooms/toilets are cleaned at regular intervals, at least four times a day. This shall also be monitored floor-wise by the following:
 - A. AR (R&S) - Ground Floor & Basement
 - B. DR (Accounts) - First floor
 - C. DR (Estate) - Second floor
 - D. AR (Conduct) - Third floor
 - E. DR (Exams) - Fourth floor
 - F. DR (Secrecy) - Aruna Ranjit Chandra Hall
 - G. AR (USOL) – USOL Building

The above instructions/advisories/guidelines/mechanism shall be reviewed from time to time.



(Prof. Karamjeet Singh)
Registrar