

PANJAB UNIVERSITY, CHANDIGARH

No. 6599-6600/Estt.

Date 11 / 06 / 2020

CIRCULAR

The Hon'ble Vice-Chancellor has passed orders that:-

- I. Preventive/Lockdown measures against spread of COVID-19 are aimed to maintain social distance among people. Accordingly, the University is functioning with limited staff with the order that all employees will be available physically on the duty station for attending to any emergent University assignment, as and when directed by the Competent Authority. Thus, rotational presence of officials is not to be misunderstood as holiday/authorized absence from duty station.
- II. Attention is invited to the office orders No. 224/R/PA dated 19.03.2020, wherein, it was specifically directed that no University employee shall leave the station without prior permission of the competent authority and they shall remain available as and when they are called upon by the concerned authority.
- III. Those employees, who have been out of duty station of their own, without obtaining the permission from the competent authority to leave the station, will be required to apply for entitled leave with effect from **19th March, 2020** to the date he/she reports back in the duty station. As a precautionary measure to contain the spread of COVID-19, **all of them (before joining), be advised to physically report to Doctor at Bhai Ghanaiya Ji Institute of Health, Panjab University, Chandigarh. The said employees also be required to submit an undertaking, as enclosed, to the Controlling Officer, duly countersigned by Medical Officer, Bhai Ghanaiya Ji Institute of Health, Panjab University, Chandigarh. Their joining be allowed to be accepted only on the recommendation of the Doctor.**
- IV. The working status of the University (during lockdown/curfew period) will NOT have any effect/bearing on already sanctioned leave (any type)/station leave. Such employees will continue to be on leave till expiry of the sanctioned leave/station leave. Thereafter, such employees were supposed to intimate to the Competent Authority in digital mode (during lockdown/curfew period) and are/were/ required to report back to duty station on opening of roadways/railways/airways for public movement.

Deputy Registrar (Estt.-II)

Issued to:-

1. All the Head of the Teaching/Non-teaching Departments/Branches/ Offices/Regional Centres/Constituent Colleges/Holiday homes.
2. Chief Medical Officer, Bhai Ghanaiya Ji Institute of Health, P.U., Chandigarh

PANJAB UNIVERSITY CHANDIGARH

DECLARATION FORM FOR COVID-19 INFECTION

Name of the Patient/Visitor : _____
Age/Sex : _____
Address : _____
Mobile No : _____ Email Id : _____

COVID-19 QUESTIONNAIRE		Yes	No
1	Do you have any symptom of Cold, cough, sneezing, sore, throat, fever, loss of smell and taste		
2	Do you have difficulty in breathing		
3	Have you travelled outside city in past 1 month if yes, mention the areas. _____		
4	Exposure to a confirmed COVID-19 case or suspicious patient in last one month		

I undertake that I will follow all the guidelines issued by Govt. of India's/UT/Pb. Govt. regarding COVID-19 in true letter and spirit and will inform the authorities if I come in contact with any COVID-19 patient, in future.

Signature of Patient: _____

Date & Time: _____

Countersigned:

Date & Time: _____

Medical Officer
Bhai Ghanaiya Ji Institute of Health,
Panjab University, Chandigarh