



Maharaja Ranjit Singh Punjab Technical University

Dabwali Road, Bathinda -151001

(Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

Ref. No. 897

Dated.15th March, 2020

OFFICE ORDER

In the wake of the advisory/instructions issued by Directorate of Technical Education & Industrial Training, Govt. of Punjab vide letter no. IT/HQ/1020-24 dated Chandigarh 14.03.2020 regarding closure of educational institutions as a measure to prevent pandemic conditions arising due to COVID-19, after due deliberations and with approval of Hon'ble Vice Chancellor, it has been decided that till 31st March:

1. The teaching examination and other student related services/activities including personal contact in all the teaching departments of University main campus and its constituent colleges shall remain suspended.
2. All internal examinations including mid semester tests evaluation assessment, if any, stand postponed. The new dates for the same shall communicate later.
3. All functions involving gathering of people by whatever name e.g. seminars, conferences, FDPs, symposia, workshops, sports events, cultural functions or any other group activity shall also stand postponed.
4. All teaching and non-teaching staff shall remain station at headquarter only. Due to higher possibility of Corona infection no outstation journey is allowed for staff members. For any urgent work, they can be called anything by the University officials. In case of non-reporting, upon calling, concerned staff shall be treated as absent from duty.
5. Officials and staff members involved in ongoing essential work/duties of the University as per administrative requirements shall attend their respective offices/duties. However, utmost precautionary measures must be taken to avoid any possibility of spread of Corona infection in such situations. Guidelines issued by Government of Punjab for employers and employees are attached as **Annexure-1** for ready reference.
6. The biometric attendance monitoring system stands suspended. The attendance will be maintained at respective departments/offices manually in attendance registers.
7. The students are advised to vacate the hostels and they should remain stationed in their respective hometowns and strictly avoid any travel. For students residing at hostels, respective wardens are informed to make students aware about precautionary measures and have a strict vigil on health of students with the help of Medical team.
8. In case of any suspected case, immediately contact medical officer at University Health Centre for further assistance. National Helpline No. for the same is 104.

Registrar

Copy to:

1. P.A. to Vice Chancellor: for the information to the Hon'ble Vice Chancellor.
2. Dean: Academic Affairs, R&D, P&D, Distance Education Programme, Student Welfare and Consultancy & Industry Linkage.
3. Campus Director, GZSCCET, MRSPTU, Bathinda – To circulate amongst the departments under your preview.
4. Director: CDC, IQAC, Sports & Youth Welfare, PIT Arniwala, Nandgarh, Rajpura, GTB-Garh Moga, PSAEC, Patiala and
5. IT Enabled Services (to host on University website)
6. HODs: Applied Physics, GZS School of Planning & Architecture, Applied Mathematics, Applied Chemistry, Computational Sciences, Food Science & Tech., Pharmaceutical Sciences & Technology and University Business School.
7. Coordinator: NSS, NCC and Chief Warden, Nodal Officer: RTS, AIU, AISHE and PMS.
8. Controller of Examination and Executive Engineer.
9. DR (Admin.), Finance Officer, Library, Dispensary, Transport, Security and Estate.

Registrar

No.12/07/2020-4PP2/167
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-II Branch)

Dated, Chandigarh: 13-03-2020

To

All Heads of Departments,
Registrar, Punjab & Haryana High Court,
Commissioners of Divisions,
District and Session Judges and
All Deputy Commissioners in the State.

Subject:- **COVID-19 Guidelines for employers and employees of Government of Punjab**

Sir/Madam,

I have been directed to invite your attention to the subject cited above and to say that the employers and employees of the government of Punjab should follow the following guidelines on COVID-19 to tackle the epidemic like situation being faced in the country:-

1. What to do if an employee has returned from ex-India leave?

Punjab government employees who return from any country to India since March 1st 2020 should not attend work for at least 14 days. They should self-quarantine at home and follow Health Department Guidelines for home quarantine. As per notification issued on 6-03-2020, no Government employee is allowed to avail ex- India leave except for cases of extreme exigency till further orders.

2. Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19.

Corona virus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. When any such symptoms are observed in a person, all surfaces that the person has come into contact with, must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids
- All potentially contaminated high contact areas such as toilets, door handles, telephones.



Public areas where symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

3. What to do if an employee is suspected of showing symptoms of COVID-19.

• **For the suspected patient**

If an employee shows some symptoms of COVID-19 at office, the unwell person should be removed to an area away from other people. Effort should be made to isolate him behind a closed door and windows should be opened for ventilation. He should avoid touching people, surfaces and objects and be advised to cover his mouth and nose with a disposable tissue/handkerchief when he coughs or sneezes. If he doesn't have any disposable tissues/handkerchief available, he should cough and sneeze into the crook of his elbow.

If he needs to go to the bathroom while waiting for medical assistance, he should use a separate bathroom if available.

If the employee is suspected, then the Department of Health (District Level) should be informed for evaluation of the employee and if symptomatic, should be isolated in hospital and sampling should be done.

• **For other employees**

While they wait for an ambulance/Medical help to arrive, they should remain away from the suspected patient.

4. What to do if a suspected COVID-19 person has recently been in your office.

There is no need to close the office or send other staff home at this point as most suspected cases turn out to be negative. Helpline number 104 should be used for further advice. Cleaning of surfaces, floors, door knobs and railings should be done.

5. What to do if a confirmed COVID-19 person has recently been to your Office.

The senior officials should contact the local Health Department Team to discuss the case, identify people who have

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been in contact with the affected person and seek advice on any actions or precautions that should be taken. The following may have to isolated, as per medical advice:


- Any employee in close face-to-face or touching contact of the confirmed case
- Anyone who has cleaned up any bodily fluids of the confirmed case without wearing protective equipment such as gloves and face mask.

Cleaning of surfaces, floors, door knobs and railings should be done and home quarantine should be advised to persons coming in close contact.

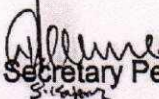
6. What to do if an employee at the workplace has been confirmed to be suffering from COVID-19.

Close office portion for sanitation in consultation with the Health Department Team and all employees who came in contact with confirm case, in that office be home quarantined and those showing symptoms of infection be screened. The office closed portion be reopened after consulting the local Health Department Team.

The aforesaid guidelines should be meticulously followed in all the departments of the state government.


Under Secretary Personnel

A Copy is forwarded to all the Special/Additional Chief Secretaries/Financial Commissioners/Principal Secretaries and Secretaries to the Government of Punjab for information and necessary action.


Under Secretary Personnel

To

All the Special Chief Secretaries/Additional Chief Secretaries/
Financial Commissioners/Principal Secretaries and
Secretaries to the Government of Punjab.

I.D.No. 12/07/2020-4PP2/168

Dated, Chandigarh: 13-03-2020