



Ref. No. 1168

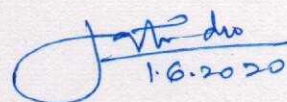
Dated. 01.06.2020

OFFICE ORDER

In continuation of this office order no. 1113 dated 21.05.2020 and in line with letter no. SS/ACSH/2020/456 dated 31.05.2020 of Govt of Punjab (copy enclosed) regarding guidelines to be implemented during lockdown 5.0 /Unlock 1 w.e.f. 01-06-2020 to 30-06-2020, all the Deans, Directors, Heads of Departments and incharges of various Branches/ Sections of the University are hereby informed that the offices are allowed to open as per under, but teaching shall remain suspended.

1. All the Deans, Directors, Heads of Departments and incharges of various Branches/ Sections shall report for duty in their respective offices & departments on all working days and the remaining staff shall report on rotation basis, making not more than 50% of the total staff or as per the guidelines of the Government from time to time. Faculty members (on vacations) shall report on duty on all working days after the summer vacations.
2. The Controlling Officer in consultation with other officers/officials of department shall take decision regarding seating arrangement and distribution of work and time, in order to maintain social distancing and other guidelines issued by Govt. from time to time. In unavoidable circumstances, the concerned HoD/Controlling Officer shall use his/her discretion to call more staff if required, within the office hours while ensuring social distancing and other guidelines.
3. All employees must be available at their station of posting so that they may be called for duty as and when required.
4. All staff members reporting for the duty shall strictly observe/follow COVID-19 protocol and safety guidelines issued by Govt. from time to time, more importantly the following:
 - i. Maintenance of social distance
 - ii. Wearing face masks
 - iii. Avoid crowding in offices
 - iv. Frequent hand wash/sanitization and maintenance of proper hygiene.
 - v. Maintain cleanliness and sanitization in the personal area, e.g. table, personal belongings etc.

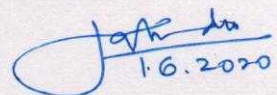
5. The Controlling Officer shall keep a check to ensure all precautionary measures against COVID-19 are being taken in their respective departments and corrective action if any must be taken.
6. The duty chart/ roster of staff who are attending duties should be sent to the Security Incharge by the Controlling Officer.
7. In order to maintain social distancing, no staff member shall visit any other department of University except for official work and shall not gather for lunch or related activities.
8. All officials/employees of the University shall follow the instructions and guidelines issued by Health Department of Government while working. It will be the responsibility of Controlling Officer to ensure proper norms/guidelines are followed during the working hours.


1.6.2020

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
IT Enabled Services (to host on University website)
5. HODs: Applied Physics, GZS School of Planning & Architecture, Applied Mathematics, Applied Chemistry, Computational Sciences, Food Science & Tech., Pharmaceutical Sciences & Technology and University Business School.
6. Coordinator: NSS, NCC and Chief Warden.
7. Controller of Examination and Executive Engineer
8. DR (Admin.), Finance Officer, Library, Dispensary, Transport, Security and Estate.


1.6.2020

Registrar