



हरियाणा केंद्रीय विश्वविद्यालय

महेंद्रगढ़-123031 (हरियाणा), भारत
नैक द्वारा 'ए' ग्रेड प्राप्त विश्वविद्यालय



Central University of Haryana

Mahendergarh-123031 (Haryana), India
NAAC ACCREDITED 'A' GRADE UNIVERSITY



Achieving Through Believing

क्रमांक / No...CUH/Reg.Off./2022/1349

दिनांक / Date...10.01.2022..

In reference to the letter No. 62/69/2020-6GS1 (Copy enclosed) dated 4th January, 2022 received from the office of Chief Secretary to Government, Haryana, it has been decided to take the following preventive measures to contain the spread of coronavirus (Covid-19):

- Physical attendance of University staff below the level of section officer shall be restricted to 50% of the actual strength and the remaining 50% shall work from home (except essential services like IT section, health services, Security, Electricity, cleanliness etc.) up to 20th January, 2022. A roster may be prepared accordingly by all the departments concerned.
- All officers of the level of section officer and above are to attend office on regular basis.
- Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- Those officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water, ensure non-crowding in corridors, canteens etc.
- Meetings, as far as possible, to be possible, to be conducted through video conferencing.
- Entry of outsiders/ visitors to be curbed appropriately.
- Proper cleaning and frequent sanitization of work place particularly of the frequently touched surfaces shall be ensuring by the concern officer (E&GA).
- All the Section/Branch Officers (teaching & non-teaching) are requested to comply the above instructions in their respective office/branch.

Sauika
10.1.22
REGISTRAR

Copy to the above is forwarded to the following for information and necessary action:-

- All HoDs/Branch Officers (Teaching & Non-Teaching), CUH, Mahendergarh (with a request to submit a copy of roster of 50% of physical attendance of non-teaching staff (below the level of In-charge) in the O/o the Vice-Chancellor & the Registrar, CUH, Mahendergarh).
- Assistant Registrar, VC Office (for information of the Vice-Chancellor), CUH, Mahendergarh.

Sauika
10.1.22
REGISTRAR

No.62/69/2021-6GS1

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Deputy Commissioners of the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
5. The Registrars of all the Universities in Haryana

Dated Chandigarh, the 4th January, 2022.

Subject: Preventive measures to contain the spread of Coronavirus (COVID-19) -Attendance of State Government officials regarding.

Sir/Madam,

I am directed to invite your kind attention to the subject noted above in view of the rapid surge in COVID-19 cases. Therefore, the matter regarding regulating attendance of State Government employees has been reviewed and it has been decided that all the Government offices/departments etc. shall follow the following preventive measures with immediate effect, till 20th January 2022:-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the departments concerned.
- (ii) All officers of the level of Under Secretary, equivalent and above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) To avoid rush in commuting and lifts & corridors, all officers who attend office shall stagger entry and exit timings i.e. spread entry to office between 9:00 AM – 10:00 AM and corresponding exit time. The Head of Office and HoDs shall take care of this aspect.
- (v) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (vi) Those officers/staff who are not attending office and working from home, shall be available on telephone and other electronic means of communication at all times.
- (vii) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest are to be avoided.
- (viii) All officials/staff to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization; wearing a face mask covering the nose; observing social distancing at all times; ensure non-crowding in corridors, canteens etc.
- (ix) Entry of visitors/outsideers to the Government office shall be curbed appropriately.
- (x) Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces shall be ensure by HoDs/Heads of Office.

2. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Tilak Ram

Superintendent, General Services-I,
for Chief Secretary to Government Haryana.