



**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**  
(A State University established under Haryana Act No. 25 of 2014)

**NOTIFICATION**

As per the order issued by Ministry of Home Affairs, Govt. of India on dated 30-05-2020 and Govt. of Haryana, Department of Higher Education, Haryana, Panchkula letter dated 31-05-2020 that the University will remain closed till 30-06-2020. But, according to letter issued by Chief Secretary to Govt. Haryana vide No.62/19-2020-6GSI dated 01-06-2020 (Copy attached), it has been decided that the attendance of Groups A & B continues to be 100% and for Groups C & D it shall be 75%. In pursuance of above direction, all the Branch Officers and Heads of the Departments are directed to open their offices from 01-06-2020. In view of the compliance of the Govt. order, all the officials are requested to perform their office work with staff support mentioned in the letter. For this purpose, a roster be prepared for the staff in Group-C and Group-D so that official working could be started without much crowd in the branches and departments. However, the branches working already shall continue to do their working as earlier. No students or public dealing is allowed in the offices till 15-06-2020. All other directions issued by Chief Secretary in the letter No. 62/19-2020-6GSI dated 01-06-2020 be strictly complied with.

Further all the emergency services in the University including cleanliness, electricity, water supply, plumbing and internet services etc. shall remain functional under essential services. The concerned Branch Officer shall ensure these services. The teachers of the University shall continue to take online classes for completing their syllabi as per the direction of respective HODs. It is also clarified that during the lockdown period any employee/teacher of the University may be asked to attend the office/department for any urgent official work as and when required. The employees are directed to remain at the Headquarter and report to the University as and when required during these days. The Government directions/instructions/guidelines should be strictly followed by all the employees, students of the University for prevention of ongoing threat of spread of COVID 19 Pandemic.

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REGISTRAR

Endst. No.CBLU/Reg./2020/ 478-517

Dated: 01-06-2020

A copy of above is forwarded to the following for kind information and necessary action:

- 1) All Dean's/HOD's/In-charges/Branch Officers of teaching and non teaching departments, CBLU, Bhiwani.
- 2) Incharge Computer Centre to upload the notification on University Website.
- 3) P.S. to Vice Chancellor (for kind information of the Vice Chancellor), CBLU, Bhiwani

  
REGISTRAR

No.62/19/2020-6GS1

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 1<sup>st</sup> June, 2020

**Subject: Preventive measures to contain the spread of Coronavirus (COVID-19)- Work from Home - Attendance in Head Offices at Chandigarh, Panchkula and Field Offices.**

Sir/Madam,

I am directed to refer to this department letter of even number dated 18.05.2020 vide which attendance percentage for Groups A & B was prescribed as 100% and for Groups C & D as 50%.

In view of amended guidelines issued by Ministry of Home Affairs on 30.5.2020, the matter of attendance in Government Offices has been re-considered and following decisions have been taken in respect of all Haryana Government offices:

1. Attendance of Groups A & B continues to be 100% and for Groups C & D it shall be 75%. However, in case any office has sufficient office space to ensure 100% attendance with complete observance of Social distancing norms for all Groups ABCD, they may do so.
2. Heads of Departments, Heads of Offices and Deputy Commissioners may stagger office timings as per their assessment to ensure there is no rush in the offices.
3. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure that those officials who can work from home are enabled to do so.
4. All employees coming to office shall install Arogya Setu mobile app in case they have smart phones. If employees have feature phones then it is to be ensured by Head of Department that a missed call is made to 1921 from the employee's phone.
5. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared to ensure 75% attendance of Groups C & D. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office.



6. In case an employee's place of residence happens to lie within a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.
7. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipment, canteens and vehicles.
8. Public dealing may be restricted till 15<sup>th</sup> of June 2020.
9. The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
10. Covid Prevention SoP (Standard Operating Procedure) for Government Officers as prescribed vide order of GAD dated 18.5.2020 shall be implemented in each office.
11. Health department shall conduct regular checks to assess quality of implementation of Covid SoP at Government offices and shall also conduct random sampling of the employees at Head Offices as well as Field Offices.
12. The bar of 75% attendance mentioned in Sr. No. 1 above in respect of Group C & D category employees shall not apply to following Essential Category departments and their constituent units (Municipal Bodies, Boards, Corporations, Missions, Societies etc.) - *Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health, Development and Panchayats, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations, HSVP and Food and Civil Supplies Departments.*
13. Deputy Commissioners can however requisition services of any official of any department in their districts for containing Covid-19 as per their assessment.

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

Yours faithfully,



Under Secretary, General Administration,  
for Chief Secretary to Government Haryana.

