



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC
General Administration Branch

Notification

This is in furtherance to our endorsement No. DR/GA/CE/2020/ 4199-4298 dated 01.08.2020 where by extension of closure of Maharshi Dayanand University and colleges in Jurisdiction up to 31.08.2020. In view of the directions issued by Chief Secretary to Government of Haryana vide letter no. 62/19/2020-6GS-I dated 15th September 2020 it has been decided and felt necessary to issue the following preventive measures to be taken by all offices/departments in view of health and safety of employees and to decrease the number of Corona positive cases:

1. Hand-Held thermal scanner shall be utilized at the entry of all Government buildings to scan temperature of visitors. Hand sanitizer shall be provided at office expenses for use of visitors and employees.
2. There shall be strict restriction on the entry of visitors in the University except in the case of emergency situations.
3. Attendance of Officers of Group A and B shall continue to be 100%.
4. In the case of employees of C & D the HOD or Head of Office shall decide the percentage of attendance for any number above 50% keeping in mind that the social distance of minimum Six feet has to be ensured between employees seating plan. A weekly roster of C & D group employees should be prepared as per necessity.
5. Meetings as far as feasible, should be done through video conferencing. Meeting involving large number of people may also be avoided.
6. HOD and Head of Office shall ensure compliance of hygiene practices among the employees. Basic activities like regular sanitization of offices, vehicles, frequently touched surfaces etc. shall be ensured.
7. Ensure regular supply of mask and hand sanitizer for employees.
8. In the toilets special foot operated taps be provided and adequate quantity of soaps and running water be ensured.
9. Regular cleaning of Water tanks/coolers and supply of clean and hot drinking water at work place.
10. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should take medical leave.
11. In case any employee contact coronavirus, the Quarantine period prescribed by the competent medical authority shall be treated as duty period for all intents and purposes.
12. The instruction issued in respect of use of Air Conditioners in office buildings shall be strictly followed.
13. Guidelines of protection of safety of persons with disabilities (diyvyangjan) issued vide government letter dated 16.07.2020 shall remain in force till further orders.
14. All pregnant women employees' whether regular, contract, outsource, daily wages or adhoc shall work from home.

Encl: SOP

REGISTRAR

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

1. All the Deans of Faculties, Directors of Directorates and Institutes, Heads of University Teaching Departments, Controlling Officers, Branch Heads, Officers of M.D. University, Rohtak.
2. Director, CPAS, Sector-40, Gurugram.
3. Professor-in-Charge, University Campus School, M.D. University, Rohtak.
4. Chief Wardens(Boys & Girls), M.D. University, Rohtak.
5. Principal Secretary to Govt. Haryana, Higher Education Department, Chandigarh.
6. Deputy Commissioner, Rohtak.
7. Director, University Computer Centre, M.D. University, Rohtak with the request to upload it on the University website.
8. Director, Public Relations, M.D. University, Rohtak.
9. Controller Security, M.D. University, Rohtak.
10. OSDs and PAs to Vice-Chancellors, Dean Academic Affairs, Registrar, Controller of Examinations, DCDC, DSW, M.D. University, Rohtak for information of the authorities.


Assistant Registrar (Gen. Admn.)
For Registrar