

ओड़िशा केन्द्रीय विश्वविद्यालय, कोरापुट
CENTRAL UNIVERSITY OF ODISHA, KORAPUT

Ref. No.CUO/Admn./Reg/OO/02/ 598

Dt. 01-07-2020

OFFICE ORDER

Whereas, the Ministry of Home Affairs, Govt. of India vide No. 40-3/2020-DM-I(A) dated 29th June 2020 issued Guidelines on Unlock 2 to remain in force up to 31.07.2020;


Whereas, the Special Relief Commissioner, Govt. of Odisha vide Order No.3856/ R&DM (DM), RDM-RLF-MISC-0034-2020 dated 30-06-2020 promulgated Guidelines for the State of Odisha to remain in force until midnight of 31.07.2020;

And whereas, the General Administration & Public Grievance Department, Govt. of Odisha issued Order vide No. GAD-COOD-MISC-0001-2018 - 15287 dated 30-06-2020 on Functioning of the Government Offices in the month of July, 2020 in view of the rise in COVID infection in the State;

Now, therefore, in pursuance of the above orders and the decision taken in the emergency meeting held on 30-06-2020, following measures/instructions to the notice of all employees for compliance -

1. **Wearing of face cover** in the workplaces and during transport is compulsory for all employees.
2. **Social Distancing** of minimum 6 feet (*2 gaz ki doori*) in workplaces must be maintained.
3. **Frequent sanitization** of the entire workplace and common facilities shall be ensured by the Maintenance Section.
4. Provisions for **Screening & hygiene** will be ensured. Hand wash and sanitizer will be made available by the Maintenance Section at all entry points and common areas.
5. **Consumption of gutka and tobacco** in the workplace is prohibited.
6. **Spitting in public places** will be a punishable offence.
7. **Arogya Setu App**, which acts as a shield against potential risk of infection by COVID-19, should be installed and used in compatible cell phones by all employees of the University.
8. **Quarantine policy**, as decided by the Govt. of Odisha from time to time, shall be strictly followed.
9. **Staggering of workforce/ hours** will be followed in consultation with Section Heads.
10. **Faculties shall be available in the Head Quarter** to continue online remedial classes and help examination work.
11. **All other employees**, who will be on roster, shall be available to attend to office work at short notice and on telephone at all times.
12. **Outsiders**, without proper identification / permission shall not be allowed into the campus.
13. The **Public Relation Officer shall act as Nodal Officer** to coordinate COVID related order/ matter until further orders.

Issued with approval of the Vice-Chancellor.


(Asit K. Das)
REGISTRAR

Copy for information to:

1. Professor (DBCNR)/ Visiting Professors / HODs i/c
2. Chief-Warden / Wardens of Boys' and Girls' Hotel
3. Finance Officer i/c / Controller of Examination i/c / DSW i/c
4. Joint Registrar (Acad.) / Joint Registrar (Fin)
5. Assistant Librarian/ Assistant Registrar (Fin)
6. PRO/ OIC/ Asst. Engineer (Maintenance Section)/ SO (Admn.)
7. HOD i/c (Maths) with request for uploading in the University website
8. PS to VC for Kind information of the Vice-Chancellor
9. University Guest House Management Committee/ Security Supervisors