



## Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

### ORDER

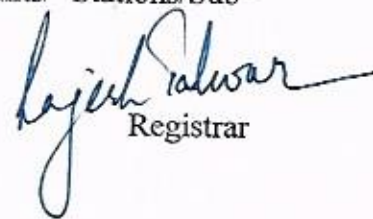
Sub: Opening of offices in SKUAST-Jammu.

This is in pursuance to Government order no.: 621-JK (GAD) of 2020 dated: 05.06.2020 issued by J&K Govt, it has been decided that the functioning of offices in SKUAST-Jammu shall be regulated as follows:-

- All the officers / teachers / scientists and staff, in various units of the university, shall attend office on regular basis during working days w.e.f. 08.06.2020;
- Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions and should preferably not be exposed to any front-line work requiring direct contact with the public. However they can work from home with proper permission from Controlling officer;
- All advisories/ guidelines/ SOPs issued from time to time by Government of India/ J&K Govt. for taking various preventive measures to contain the spread of COVID-19 shall be followed at all times; Chairman COVID-19 committee and members shall ensure its implementation. They shall work out modalities for entry of staff/ visitors and circulate the same for compliance. Meanwhile outside employees and the visitor(s) with proper permission of officer whom they want to meet, may be allowed;
- Formal class work shall continue to remain suspended with continuation of online academic activities, till further instructions.
- Bio-metric attendance shall continue to be suspended until further orders. However, all Controlling Officers shall ensure that all the employees working under their jurisdiction must mark their attendance in the register maintained in respective offices/units;

All Directors/Deans/Officers of University/HoDs shall ensure strict compliance of the above instructions in their respective Faculties/departments/offices/units/ Stations/Sub-Stations of the University.

By order.

  
Registrar

No: AUJ/Est./20-21/G-681/711- 796

Dated: 06/06/2020

Copy for information and further necessary action to:

- All Officers of the University.
- Dean Student Welfare (Chairman of COVID-19) committee.
- I/c University Examination Cell, SKUAST-Jammu
- All HoDs/ In-Charge Stations/Sub-Stations/KVKs/CSS/PIs.
- I/c University Website for uploading the same on the University website.
- All Medical Officers / COVID-19 Committee members / Nodal Officers (Landscaping & Sanitation)
- All Hostel Wardens of SKUAST-Jammu
- SVC for the kind information of Hon'ble Vice Chancellor.
- Security Officer / I/c Guest House

