



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

Memorandum

Subject: Functioning of SKUAST-Jammu during COVID Pandemic

This is in continuation to this office memorandum no.: AUJ/Est./G-681/21-22/391-460 dated 16.04.2021 and in pursuance to Government order No: 23-JK (DMRRR) of 2021 dated: 24-04-2021 issued by Department of Disaster Management, Relief Rehabilitation & Reconstruction, J&K Govt., Civil Secretariat, Jammu and Govt. order no.: 174-JK(HE) of 2021 dated 26.4.2021 issued by Higher Education Department, J&K Govt., the attendance in the SKUAST-Jammu shall be regulated as under, while adopting all protocols and safety measures related to prevention of COVID-19 pandemic as in vogue:

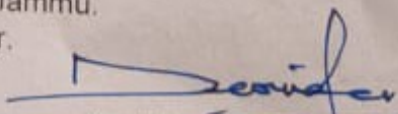
- 1) In order to regulate officials, all Deans, Directors, Head of Divisions, Incharge Stations/Sub-Stations/KVKs and Controlling Officers shall prepare roasters so as to ensure that 50% of actual strength of the staff shall attend the offices daily. The officials, who are not required to attend the office on a particular day shall work from Home and shall be available on telephone and other electronic means of communication at all times.
- 2) All essentials services employees shall continue to perform their duties regularly.
- 3) No employee is allowed to leave the station without prior approval from their respective Controlling Officers and sanctioning of proper authorized leave due to him/her. In case, any employee visits outside the UT of J&K for any reason, after obtaining approval, he/she shall be required to furnish negative RT-PCR test report conducted not more than preceding 72 hours before joining office.
- 4) Accordingly, online classes shall continue till 15.5.2021 and situation shall be reviewed thereafter.

Sd/-
Registrar

No: AUJ/Est./G-681/21-22/ 696-745.
Dated: 27.04.2021

Copy for information to:

- All Officers of SKUAST-Jammu _____
- All HoDs/Incharge Stations/Sub-Stations/KVKs/CSS/PIs _____
- All members of COVID -19 Committee _____
- I/C University Website for uploading the same on the University website.
- Nodal Officer (Security)/Security Officer, SKUAST-Jammu.
- SVC for kind information of Hon'ble Vice Chancellor.


Assistant Registrar (Est./H/2021)