

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.), 470003
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.), 470003
(A Central University)



कुलसचिव
Registrar

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No. RJ/2020/71467

6 | June 2020

OFFICE ORDER

1. In pursuance of the GoI/MHA letter No. 40-3/2020-DM-I(A) dated 30 May 2020 (copy attached), Govt of MP (Department of Home) letter No. 189/2020/C-2 dated 31 May 2020 (copy attached) and Office of Collector & District Magistrate, Sagar letter No. 1204/steno/2020 dated 31 May 2020 (copy attached), **the Competent Authority has ordered that all departments and offices will open with immediate effect. The Departments/Branches/Offices/Sections etc will open with 100% attendance of Teachers/Officers/Employees.**
2. However, **teachers/officers/employees residing in the Containment Zone(s) (those notified by Local administration) will be exempted from attending the departments/Branches/Offices/Sections for the duration of Containment** and will work from home. Concerned Deans/HoDs/Officers will satisfy themselves and certify that teacher/officer/employee reside in duly notified Containment Area by the Local Administration, thus exempted from attending the department/office.
3. However, **there will be no class-room teaching and teachers will impart education to students through online teaching/distance education mode till further orders.** The detail of online teaching work will be sent by all teachers individually through email to the Registrar periodically (on weekly basis i.e. on each Monday for preceding week), also the progress made by each teacher, while conducting online teaching will be reviewed by the Hon'ble VC, once the Lock down is lifted completely.
4. All Departments/Branches/Offices/Sections **will ensure compliance of safety precautions (to maintain social distancing, use of face masks (to be procured individually), use of sanitizers etc)** while on work in their respective departments/offices/branches/sections strictly, to avoid spread of Corona Virus (Covid-19).
5. **No visitors will be allowed to enter any Department(s)/office(s) without explicit permission of the Registrar** (written request will be made by concerned HoD/officer heading the Dept/office, to whom visitor intend to meet). In case the permission is granted, visitor(s) will be sanitised before entering the concerned Office.
6. **No teacher/officer/employee will leave station without prior approval of the Competent Authority** (Hon'ble VC is Competent Authority for all teachers and Group A Officers and Registrar for the remaining employees), also he/she will inform about his/her movement to local administration of Sagar and the station to which he/she intend to visit. They will adhere to restrictions imposed by local administrations of both stations, also **complete duration of absence, including period of Quarantine, if any enforced by Local Administration, will be treated as leave, to be debited from the Leave Account of individual concerned.**
7. **All instructions contained in Orders issued by GoI/MHA, Govt of MP (Dept of Home) and Collector and District Magistrate, Sagar will be enforced in letter & spirit.** Violation(s) by any individual(s), the consequent legal/penal action(s) will have to be borne by the individual(s) concerned and the Vishwavidyalaya will not be party to it. These orders will come into force with immediate effect.
8. This has approval of the Competent Authority.

Col RM Joshi (Retd)

Copy to:-

1. All Deans/Directors/HoDs.
2. I/c Controller of Examination, I/c Finance Officer, I/c Librarian.
3. All Officers/Section Officers.
4. Chief Security Officer - please enforce security measures to stop entry of visitors into office(s) in the Administrative Building.
5. Med Officer - please issue sanitizer to each office.
6. Prof In-charge Web Cell - please upload on University web portal.
7. Media Officer - please issue suitable Press Note.
8. Assistant Registrar (Registrar Office).
9. PS to VC - for information of the Hon'ble VC please.
10. Guard File.

Col RM Joshi (Retd)