

"Say Yes to Life/Say No to Drugs"

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR**  
**'GENERAL ADMINISTRATION BRANCH'**

No. QSD. 8-8/2018/CSK HPKV (GA)/- 13756-85/ Dated, Palampur, the:

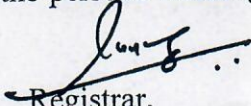
CIRCULAR

19 MAR 2020

This is for information of all concerned that to check the spread of Coronavirus (COVID-19), the Department of Personnel Govt. of Himachal Pradesh vide Office Memorandum No.Per(AP-B)B(15)-19/2020 dated 18.03.2020 has issued an advisory in the public interest. The Vice-Chancellor has ordered that the advisory so issued by the Govt. of HP be adhered to scrupulously by all the functionaries at Palampur campus and out stations of the University:-

- (i) Proper cleanliness be maintained. Sanitizers or hand wash facilities be provided at the entrance of all University buildings so far as is practicable. Hand sanitizers, soap and running water may be provided in washrooms.
- (ii) Employees, who develop flu like symptoms/fever or respiratory problems are advised to proceed on leave and take the prescribed treatment/home quarantine with the permission of the competent authority. Older employees, pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (iii) Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
- (iv) Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official traveling should be minimized.
- (v) Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and document should be curtailed. Correspondence through e-mail be encouraged to the extent possible.
- (vi) All gyms, recreation centres and creches located in office premises be closed.
- (vii) The employees may be advised to maintain personal hygiene and social distancing, resort to frequent hand washing, avoid unnecessary traveling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They are also advised not to shake hands or spit in public.
- (viii) Most importantly, the employees are advised not to spread rumours or create panic.
- (ix) All the commonly touched surfaces like door handles and other articles in offices shall be sprayed with freshly prepared 1% sodium hypochlorite solution in the morning and afternoon and wiped after 10 minutes with clean cloth.

All the Statutory Officers, Heads of the Departments/ Associate Directors/Scientist Incharges/Programme Coordinators are requested to take necessary action in their respective offices so that ibid advisory is followed in letter and spirit by all the persons working under their control.

  
Registrar,  
CSK HPKV, Palampur.


19/ Mar/2020

Endst. No. Even.

Dated; Even.

Copy to:

1. All the Statutory Officers, CSK HPKV, Palampur.
2. All the Heads of Departments/Units/Offices, CSK HPKV, Palampur.
3. All the Hostel Wardens, CSK HPKV, Palampur.
4. The Sr. Medical Officer, University Health Centre, CSK HPKV, Palampur.
5. All the Associate Directors/ Scientist Incharges/Programme Coordinators, RRS/ RSSs/KVKs, CSK HPKV.
6. The Joint Director (Information and Public Relation), Directorate of Extension Education, CSK HPKV, Palampur.
- ✓ 7. The Incharge, UNS, CSK HPKV, Palampur for uploading the same in the University website.
8. All the Dy. Registrar/Assistant Registrars/Section Officers/Superintendents (Head Quarter), CSK HPKV, Palampur.
9. PS to the Vice-Chancellor/ PA to Registrar, CSK HPKV, Palampur.
10. Security Supervisor, CSK HPKV, Palampur.

  
Registrar,  
CSK HPKV, Palampur.