

**"SAY YES TO LIFE/ SAY NO TO DRUGS"**  
**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR**  
**GENERAL ADMINISTRATION BRANCH**

No. QSD. 8-8/CSK HPKV(GA)/

14474-98

Dated: Palampur, the


Circular

21 MAR 2020

As discussed in the meeting of the Statutory Officers, CSKHPKV, Palampur held under the Chairmanship of the Hon'ble Vice-Chancellor, CSKHPKV, Palampur on 21.03.2020 at 10.00 AM, the following preventive measures to contain the spread of COVID 19, have been decided to be taken in the University:-


1. In order to maintain only core services of this University it has been decided that all the Statutory Officers will ensure the bare minimum staff to run the office w.e.f. 23.03.2020 to 31.03.2020. The remaining staff be instructed to work from home. For this, the Statutory Officer or controlling officer will make the strategy or roaster at their own level. They will include officials who are residing in close proximity to their office or the staff who use their own vehicle to travel to the offices. The staff coming through public transport be exempted to attend their duties during this period.
2. The officials who are working from home or leave should be available on telephone and electronic means of communication at all times. They should have to attend the office, if called for any urgent work.
3. The Senior Medical Officer, University Health Centre, may install thermal scanners at Gate No. 01 as feasible alongwith trained staff.
4. It is mandatory for all offices of the University to place hand sanitizers on the entry of all University buildings and gates.
5. The employees having any flu-like symptoms be advised to take proper treatment and also be exempted from attending the offices. Leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as precautionary measure.
6. The entry of visitors in the University complex will be restricted during this period. The every visitor would be registered in the gate along with detail of last place visit.
7. All the staff be sensitized to avoid non-essential official travel during this period.
8. All the officials may be advised to take care of their health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing to their respective officer.
9. All the University gates except gate No. 1 will remain closed with immediate effect till further orders and the entry of all the employees and residents in the University complex will be from gate No. 1 after proper checking of their Identity Card/identity. Those who have not got their Identity Card prepared may prepare the same immediately through their respective Head. The employees who are deployed on gate No. 05 be shifted to gate of the Veterinary complex.
10. It has been emphasized upon all the faculty, employees and the students of the University to observe 'Janta Curfew' on 22.03.2020 from 7.00 AM to 9.00 PM as per appeal of the Hon'ble Prime Minister.
11. All the employees may be sensitized about the threat of COVID 2019 as per the instructions of the Govt. from time to time.
12. An indicative list of the do's and don'ts is annexed for wide dissemination.

Endst. No.      Even.

  
Registrar,  
CSKHPKV, Palampur.  
Dated: Even.

Copy of the above is forwarded to the following for information and necessary action:

1. All the Statutory Officers, CSK HPKV, Palampur.
2. The Associate Directors/Programme Coordinators/Scientist Incharge, HAREC/KVK, Kukumseri, MAREC Sangla, Leo& Lari and MAREC, Salooni.
3. The Incharge UNS for uploading in the University website.
4. The Asstt. Registrar (Estt./Acad./Rectt.), CSKHPKV, Palampur.
5. The PS to Vice-Chancellor/PA to Registrar, CSK HPKV, Palampur.

  
Registrar,  
CSK HPKV, Palampur.

21/Mar/2020

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at ~~011-23978040~~.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.