

# **UNIVERSITY OF JAMMU**

## **ORDER**

Pursuant to the recommendations of the COVID 19-Task Force of University of Jammu and in the interest of administration, the following is hereby ordered for information and compliance by the all concerned:-

In order to get benefitted by the readily available pool of the experienced manpower residing in both New as well the Old Campus of the University and owing to the fact that Heads of the teaching Departments/Branch Officers residing in the New Campus do not require any Movement passes and for those residing in the Old Campus, Official transport facility can be provided as per requirement,the Heads of the teaching Departments/Branch Officers residing within the New Campus and as well as the Old Campus of the University shall start exploring the options of opening their respective Departments/Offices/Sections with minimum staff, if not opened earlier,so as to ensure the availability of the required infrastructure for resuming the routine administrative activities at the earliest. These Heads of the Departments/Branch Officers shall also undertake the audit of the existing infrastructure and inform the SE/XEN(UWD) about the immediate repair requirements, if any.

During the current Pandemic situation,the top most priority of the University being the health and safety of its employees,the Heads of the Departments/Controlling Officers shall further ensure to get their respective Departmental premises/work areas properly sanitized in coordination with the University's Sanitation Wing/CMO. In case, a Head/Branch Officer of a particular Department /Section is not residing within the Campus(Old as well as New) or he/she is staying in a restricted/Red Zone area and is unable to attend the Department/Office, he/she shall assign the above said responsibility to his/her some other Senior Faculty member/Officer/Colleague residing within the Campus so as to ensure the accomplishment of above said activities under intimation to the Office of the Registrar.

Meanwhile,till the availability of the Movement Passes from the District Administration for all the employees, the Heads /Controlling Officers of all the

Important Departments/Sections/Wings shall continue to attend their duties regularly as earlier and the employees working under their control shall also continue to attend their duties as earlier (30% on rotational basis), as per the feasibility of their movement/transport facilities being provided by the University in this regard.

The Office of the DSW/University Security and the University Health Centre shall urgently coordinate with one another to put in place the required thermal Screening mechanism at appropriate check points as per the feasibility and keeping in mind the Social distancing norms.

The Essential Services employees shall continue to perform their duties as earlier and the relaxations for certain employees as already notified by the University as per the Govt. norms, shall continue to remain operative till further orders.

**Sd/-**

**REGISTRAR**

**Dated:-May 17, 2020**

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File