



# Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) – 177001

Phone : (01972) 226902 Fax: (01972) 226901

E-mail ID: [deanmgmt@gmail.com](mailto:deanmgmt@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)

No.: HimTu-2(Estt.)H-8/2011 vol-I - 3326

Dated : 21/4/21

## **OFFICE ORDER**

In view of H.P. Govt. Revenue Deptt Order No. Rev(DMC((C)20-2/2021-COVID-19-III, dated 20.04.2021 and deptt. of Personnel to the Govt. of HP dated 20.04.2021 and also as precautionary measures keeping in view the spike in COVID-19 cases and taking into account the safety and health concerns of the students, it is hereby intimated that :-

1. All schools of HPTU campus/ HPTU Off Campus/ All affiliated institutions of HPTU shall remain closed up to 1.05.2021. Teaching faculty also exempted from attending institutions till 1.05.2021 and online classes of the students will be continued as per previous practice.
2. The H.P. Technical University's officers and officials will work from home on Saturday and will operate with the 50% attendance till 1.05.2021. All the employees falling in the category of differently abled including pregnant woman are exempted from attending offices till 1.05.2021 and work from home will continued. The Head of Deptt/ Officer will ensure that the physical attendance of the officials to be restricted to 50% of the actual strength in such a manner that 50% employees will attend the office for two consecutive working days and the remaining will work from their home/residence, so far a practicable. The branch head may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared by statutory officers with a copy to the registrar.
3. Provision for thermal scanning, hand wash, sanitizer will be made at all the entry and exit points of the work places.
4. Officers/employees who develop flu like symptoms/fever or respiratory problems may be advised to proceed on leave of the kind and take the prescribed treatment/home quarantine. The period of absence from duty shall be regulated in terms of instructions issued by personnel deptt. vide order dated 26.11.2020 and will be further subject to production of medical prescription from Govt./private empanelled health institutes which will be required to be produced on resumption of duties.
5. Those employees having underlying medical conditions may be advised to take extra precautions.
6. The employees are advised to maintain covid appropriate behavior including personal hygiene and social distancing, resort to frequent hand washing, avoid unnecessary

travelling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. Do not shake hands or spit in public and not to be spread/believe in rumours or create panic.

7. Instruction regarding attendance of Officers/officials and faculty working in the educational institutions, schools, colleges, Universities, technical, vocational training institutes will be issued by the State Govt. will be applicable in the University.
8. Head of Deptt/Officers /officials of H.P.T.U. will not leave the station without prior approval of Vice Chancellor/Head of Deptt. respectively.
9. Every employee is advised to adopt COVID guidelines strictly issued by the State Govt. time to time.

This order issued with the prior approval of the Hon'ble Vice Chancellor.

  
**Registrar**  
**H.P. Technical University,**  
**Hamirpur**