

**DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
PUSA (SAMASTIPUR) BIHAR- 848 125**

O.O. No. 2/Estt./570 /RPCAU, Pusa

Dated 1st June, 2020

OFFICE ORDER

In continuation of various office orders issued from time to time by the University & as per OFFICE MEMORANDUM No. 7.28015/17/2020-Estt.-I dated 27th May, 2020 of Ministry of Health and Family Welfare, Govt. of India and decision taken in the meeting held on 29th May, 2020, the RPCAU, Pusa will become operational in full strength from 01.06.2020. The following guidelines and precautionary measures are to be taken for strict compliance in all the offices of RPCAU:

1. All the offices of the University including RRSs and KVKs will start functioning in full strength with effect from 1st June, 2020. Hence, all the employees are directed to attend their office duty from 1st June, 2020.
2. All classes will remain suspended till further orders.
3. Entry from Chhawania mod in the university campus will be continued till 15.06.2020.
4. **Thermal screening of employees and sanitization of vehicle will be done properly at Chhawania mod.**
5. **Wearing of mask is mandatory for all employees.**
6. **Loitering and crowding in corridors should be avoided and people should maintain distance.**
7. **Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.**
8. The Deans, Directors and Controlling officers will ensure that the desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
9. All the employees should avoid touching their eyes, nose and mouth with their hands.
10. All the employees will use the touch less hand washing system kept in front of the office buildings for cleaning their hands and also use hand sanitizer provided at the entrance of each buildings before entering the office.
11. All Deans should get their college buildings sanitized once a week
12. All Controlling Officers will arrange to get cleaned and disinfected of frequently touched objects and surface such as workstations, keyboards, telephones, handrails and doorknobs.
13. The Estate Officer will get cleaned the handrails, doorknobs, dirty surface etc. frequently and also to get sanitized common area and all building except college buildings which will be done by Deans at their level.
14. Those employees who are coming from containment/red zone will submit their joining through email and should be self quarantined at their residence for 14 days.
15. Meeting through video conferences may be done to the extent possible.
16. University campus will be fully sanitized by Estate office after removal of Quarantine center of Bihar Govt. from the campus.

By order of Vice-Chancellor


Deputy Registrar, Estt. 01.06.2020

Copy to: 1. Registrar/Deans and Directors/ ADRs/PDs/Comptroller/ Dy. Registrars/ HoDs/ Unit Heads/ Estate Officer & I/C Security/CMO, RPCAU, Pusa for information and needful.

2. I/C ARIS Cell, RPCAU, Pusa for display on University Website.

CC to Secretary to Vice-Chancellor RPCAU, Pusa for information.