

PU/CU/ HOI/Registrar/2020/390

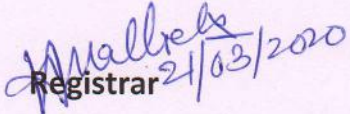
21/03/2020

## OFFICE ORDER

In view of instruction received from additional secretary of Hon'ble Governor of Madhya Pradesh through letter No. 446 dated 20/03/2020 to limit social contact and to adopt possible preventive measures to slow/stop the spread of the Corona virus, University shall remain closed from 22/03/2020 till 31/03/2020.

- 2) All Hols, Department Heads, Corporate Department Heads and officials **shall work from home** during this period and should be available through Mobile, E-Mail & Whatsapp.
- 3) This need to be treated as preventive measure to contain corona virus the staff are advised not to indulge in travel outstation and leave headquarters and be available to report as and when required by University.
- 4) Those corporate departments like IT, Fire, Electrical & Civil that are handling emergency services can segregate working of 50% of their Office staff till 31<sup>st</sup> March, 2020.
- 5) The office order dated 19/03/2020 for work to be completed from home during this period by teaching faculty would stand and they should submit their PPTs by E-Mail to Dean adcaemic Affairs and respective Hols.
- 6) In view of forthcoming DCI inspections, Logistics Department staff and Concerned Department heads/incharge from PDA & PCDS&RC are required to be available as and when required.
- 7) ***This notification is not applicable for PCMS&RC, People's Hospital & Security Staff.***

(Approved by Hon'ble Chancellor)

  
Registrar 21/03/2020

Copy to:

1. Hon'ble Chancellor, People's University
2. Hon'ble Vice Chancellor, People's University
3. Pro Vice Chancellor & Director, CSRD, People's University
4. Medical Director, People's Hospital
5. CFAO, People's University
6. COE, People's University
7. Dean Academic Affairs, People's University
8. Dean Student Welfare, People's University
9. HOIs & AOs, Constituent Units, People's University
10. Corporate Department –HR, IT, Civil, Electrical, Fire, Purchase, Accounts, Press
11. Chief Security Incharge, PU