

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

O.O. No. II/ESTT/439/RPCAU, Pusa

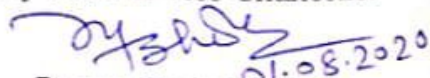
Dated 1<sup>st</sup> August, 2020

**OFFICE ORDER**

In view of the order issued by MHA dated 29.07.2020 for phased reopening (Unlock 3) and the guidelines issued by Home Department, Govt. of Bihar dated 30.07.2020 in view of the present situation of COVID-19 in the Bihar State, it has been discussed in the meeting held on 31.07.2020 that the RPCAU, Pusa will become operational from 03.08.2020 with following guidelines and precautionary measures for strict compliance in all the offices of RPCAU:

1. All the offices of the University including RRSs and KVKs will start functioning with effect from 3<sup>rd</sup> August, 2020. Hence, all the employees are directed to attend their office duty from 3<sup>rd</sup> August, 2020.
2. All classes will remain suspended till further orders.
3. All the officers of GP 4600 and above would attend the office on all working days.
4. 50% staff of GP 4200 and below (Male staff only) of age group less than 50 years will report to the Security In-charge for their engagement in the flood control and another 50% staff of GP 4200 and below will be retained in the concerned office for routine work. This arrangement will be made by the Controlling Officer to provide a list of such employees to the concerned.
5. All essential services like Estate, Security, University Hospital, Electricity, Water supply, ARIS cell, Cattle & Poultry farm, Seed and Farms etc. will function as usual.
6. All the Casual/Contractual workers engaged in different offices of Pusa Campus other than mention in item 5 above are pooled and placed at the disposal of Estate Officer. Their attendance during this period will be maintained by Estate Office. If the Controlling Officers need some Casual and Contractual laborers for their essential work, they can retain few of them.
7. Thermal screening of employees and sanitization will be done properly.
8. Wearing of mask is mandatory for all employees.
9. Loitering and crowding in corridors should be avoided and people should maintain distance.
10. Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
11. All the employees should avoid touching their eyes, nose and mouth with their hands.
12. 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.
13. All Deans should get their college buildings sanitized once in a week.
14. All Controlling Officers will arrange to get cleaned and disinfected of frequently touched objects and surface such as workstations, keyboards, telephones, handrails and doorknobs.
15. 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 got done by Deans at their level.
16. No physical training will be conducted in the University and its unit's offices & KVKs till further order.

By order of Vice-Chancellor

  
01.08.2020  
Deputy Registrar, Estt.

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.