

THROUGH E-MAIL
Personal Attention



Dr. Yashwant Singh Parmar University of Horticulture & Forestry
Nauni (Solan) – 173230, Himachal Pradesh
OFFICE OF THE REGISTRAR



No. UHF/Regtr/GA/6-36/2022/- 36723-75

Dated: 10.01.2022

OFFICE ORDER

In pursuance of Order No. Rev (DMC)(C)20-2/2021-COVID 19-III dated 09/01/2022 from the Chief Secretary-cum-Chairperson, State Executive Committee, Himachal Pradesh and order No. Per(SAS-I)A(5)-1/2020-L dated 09.01.2022 from Department of Personnel, Secretariat Administration Services-I, Shimla-2, the Vice Chancellor, Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Nauni (Solan) is pleased to adopt the order in total and further pleased to notify the following in respect of the university:

- i) That all the offices will remain closed on Saturdays and Sundays (5 working days a week) and offices will operate with the 50% attendance on working days till 24/01/2022. A roster may be prepared by each office incharge accordingly. However, it will be ensured by the Deans/Head of the Departments that research work (including field and lab research) should continue unhindered. Accordingly, the Controlling Officer(s) will regulate the attendance of employees and may, on administrative grounds, direct more officials to attend office as per requirement.
- ii) The above instructions regarding 50% attendance shall not apply to class I and Class II officers, who will attend their offices/fields activities on all working days. The employees, who do not attend office on any particular day, will not leave the station and should be available on telephone or by other means of communication to attend the office, if called for any exigency of work.
- iii) All social/sports/educational/cultural gatherings are allowed with maximum of 50% of the capacity or 100 persons in closed spaces and 50% of the size of the open grounds/spaces or 300 persons, whichever is less will be subject to prior permission of this office and compliance of all instructions, SOPs/guidelines regarding social distancing and wearing of face covers etc.

Further, the following essential services will operate as usual: -

1. The University Health Centre shall remain operational/open as usual.
2. All the operations of utilities in water, sanitation and waste management will remain functional and staff for the same will continue to attend their duties.
3. All farming operations by workers in the field viz. sowing, nursery management, land preparation, irrigation, planting, harvesting, threshing, processing and packing etc., besides, forestry and silviculture activities by workers such as maintenance of nurseries, plantation and fire-fighting activities will continue. Heads of the Departments will ensure presence of supervisory staff for conduct of these activities and will be responsible for smooth conduct of all field operations.
4. Operation of animal husbandry farms including livestock farming activities shall remain functional and essential staff for the same will continue to attend their duties.
5. The University buses at the main campus shall ply as usual from Solan to Nauni and vice versa for the convenience of employees (only pass holders) engaged in essential/emergency duties on need basis.

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6. Essential field operations of researches related to Horticulture and Forestry, Field and Laboratory Research work of student/research scholars may be continued with the written permission of the Dean upon the recommendation of the HoD, in consultation with the Major Advisor.

All the functionaries of the University are directed to bring these instructions to the notice of all employees and students working/studying under their control including project staff, outsourced agency/service provider and ensure that no deviation from the same is made by any functionary/individual. **COVID appropriate behaviour shall be followed at all times while implementing the above orders.**



(Prashant Sirkek) HPAS

Registrar

Phone No. 01792-252219

FAX No.: 01792-252603

E-mail: registrar@spuniversity.ac.in

Endst. No. Even. **36723-75**

Dated: **10.01.2023**

Copy of the above is forwarded to the following for information and strict compliance: -

1. The Secretary (Horticulture) to the Government of Himachal Pradesh, Shimla for information.
2. The Deputy Commissioner, Solan, District Solan for information.
3. The Superintendent of Police, Solan, District Solan for information.
4. The Sub Divisional Magistrate, Solan, District Solan for information.
5. All the Statutory Officers, UHF, Nauni (Solan).
6. The Dean, College of Horticulture & Forestry, Neri (Hamirpur).
7. The Dean, College of Horticulture & Forestry, Thunag (Mandi).
8. All the Professor and Heads/Head of the Departments/Offices, UHF, Nauni (Solan).
9. All the Assoc. Directors (R&E)/Programme Coordinators/Scientist Incharges, outstations/KVKs.
10. The Deputy Controller (Audit), RAS, State Audit Department, UHF, Nauni (Solan).
11. The Block Medical Officer, University Health Centre, UHF, Nauni (Solan).
12. The Officer Incharge, Computer and Instrumentation Centre, UHF, Nauni (Solan) with the request to upload it on the University website.
13. The Deputy Registrar (Establishment)/Assistant Registrar (Academic)/PA to undersigned.
14. The Secretary to Vice Chancellor/OSD-cum-Incharge, PIM Cell/Public Relations Officer.



Registrar