



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Human Resource Development, Government of India)
Longowal, Distt. Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/REG/7068

दिनांक / Date: 20-04-2020

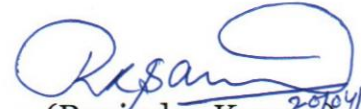
OFFICE ORDER

In continuation to Office Order No. SLIET/REG/7058 dated 15.04.2020 vide which copy of the Order No. 40-3/2020-DM-I(A) dated 15.04.2020, by the Government of India, Ministry of Home Affairs, New Delhi was circulated. Subsequently, an email dated 17.04.2020 was received from MHRD, New Delhi for compliance of instruction at Sr. No. 18 of the above referred order dated 15.04.2020.

This is for the information of all concerned that permission to open the offices of Director, Registrar, Dean, HoDs/Faculty, Store and Purchase Section, Accounts Section and Administration Section of the Institute has been obtained from the office of the District Development and Panchayat Officer-cum-Nodal Officer COVID-19, Curfew Branch, D.C. Office, Sangrur vide Letter No. 1/SPL/COVID-19/Curfew BR. Dated 18.04.2020.

All the Deans/HoDs/Faculty/Section In-charges are requested to comply with Clause 09 and 18 of order dated 15.04.2020 and follow the preventive measures notified by the Government of India, Ministry of Health and Family Welfare vide OM No. Z-28015/17/2020-Estt.I dated 19.04.2020 (copy enclosed).

**Office Timings during this period (20.04.2020 to 03.05.2020):
Preferably 10:00AM to 02:00 PM.**


(Ravinder Kumar)
Registrar

Copy to :-

- 01 Director for kind information.
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges.
- 03 Faculty In-charge (ACSS) – with the request to upload on the Institute website.

"Proud to be Part of Team SLIET"

No.Z-28015/17/2020-Estt.I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 19th April, 2020

OFFICE MEMORANDUM

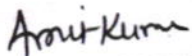
Subject: Preventive measures to be taken by Ministries / Departments of Government of India, State/UT Government for containment of COVID-19.

In continuation of the Office Memorandum of even number dated 16th April, 2020 drawing attention to Ministry of Home Affairs' consolidated guidelines regarding functioning of offices from 20th April, 2020, all officers/officials are advised to take following precautionary measures in order to contain spread of COVID-19:

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing.
- (v) Strict disinfection protocols should be followed in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes has already been suspended. Only Those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- (xi) Meetings should be done through video conferencing only.
- (xii) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.

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- (xiv) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
 - (xv) Such employees should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:
<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
 - (xvi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
 - (xvii) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.
2. The employees who are residing in notified containment zones are advised to follow the guidelines of the local authorities regarding movement in these zones and should join office only when such conditions are relaxed by the concerned local authorities.
3. All employees are advised to strictly follow the above mentioned precautionary measures.


(Amit Kumar)

Under Secretary to Government of India
Telefax: 23061323

To

All officers and staff of the Ministry of Health and Family Welfare.

Copy to :

- (i) All Joint Secretaries in the MoH&FW for circulating the same among the autonomous bodies / subordinate offices under them.
- (ii) Director (Admn), Dte.GHS