



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/7383

दिनांक / Date: 20-05-2020

**OFFICE ORDER**

In continuation to Office Order No. SLIET/REG/7068 dated 20.04.2020 and in compliance to the Office Memorandum No. 11013/9/2014-Estt. A-III dated 18.05.2020 (copy enclosed) issued by the Government of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel and Training), New Delhi and Order No. 172/MA dated 17.05.2020 (copy enclosed) issued by the office of District Magistrate, Sangrur, this is for the information of all the concerned that offices of the Institute shall be opened as per following schedule :-

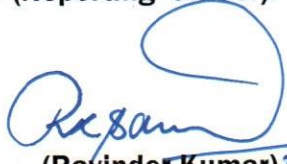
Office	Timing
Director/Registrar/Deans/Accounts Section/ Estate Office/ All Faculty In-charges Offices	08:30 AM to 05:00 PM
All HoDs Offices/Administration Section/ Store & Purchase	09:00 AM to 05:30 PM
Academic Section/Library and any other office not covered above.	09:30 AM to 06:00 PM

All officers of the level of Dy. Registrar and above shall attend office on all working days.

For regulating the attendance of officers and staff below the level of Dy. Registrar, all HoDs shall prepare a roster to ensure 50% officers and staff will attend the office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from Home and should be available on telephone and means of telecommunications for all time.

A copy of the National Directives for COVID-19 Management as Annexure-II to the above referred office memorandum is also enclosed for compliance of all. All the employees joining duty shall be required to visit the SLIET Health Centre at the time of joining, where they will be going under medical check up by the Medical Officer, SLIET and submit a Declaration in the enclosed proforma to the Medical Officer who will countersign the proforma and hand over the same to the concerned staff for submission to the concerned Head of the Department/Section (Reporting Officer). These orders will be effective with immediate effect.

This bears the approval of the competent authority.

  
(Ravinder Kumar) 20/5/2020  
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"*



## **DECLARATION**

This is to certify that I am joining the duties in SLIET Longowal today on \_\_\_\_\_ (FN/AN).

I hereby declare that I do not have any symptom of COVID-19. Further, I declare that I have not visited any place covered under containment area for COVID-19.

I have installed Aarogya Setu App on my Mobile No.....  
Today my Aarogya Setu Status on my mobile is.....

In case any symptom of COVID-19 is felt, I will report immediate to the SLIET Health Centre.

Signature .....

Date :                      Name & Designation .....

Department .....

## **FOR USE BY THE SLIET HEALTH CENTRE**

Temperature checked with Infrared Thermometer and found within the prescribed limits.

01. At glance no symptom of COVID-19 is observed. His/Her Aarogya Setu Status, as per his/her mobile, is .....
02. He has travelled from other State hence he is recommended to quarantine for 14 days and advised to follow the guidelines of quarantine for COVID-19 issued by the State Government/Central Government.

Forwarded to the concerned HoD/Section In-charge for information and record please.

(Dr. Rupesh Singh)  
Medical Officer, SLIET

F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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North Block, New Delhi  
Dated the 18<sup>th</sup> May, 2020

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.**

The undersigned is directed to refer to OM of even number dated 23<sup>rd</sup> April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.



- (C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1<sup>st</sup> shift: 9 AM to 5.30 PM

2<sup>nd</sup> shift: 9.30 AM to 6 PM

3<sup>rd</sup> shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.

  
18/5/2020

(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoPT

} For Information

**National Directives for COVID 19 Management**

- i. Wearing of face cover is compulsory in all public and work places.
- ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii. Social distancing shall be followed by all persons in public places and in transport.
- iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii. Shops will ensure minimum six feet distance (2 *gaz ki doori*) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii. As far as possible, the practice of work from home should be followed.
- ix. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

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**OFFICE OF DISTRICT MAGISTRATE,**  
**SANGRUR**  
**(MA BRANCH)**

**Order No 172/MA**

**Date: 17.05.2020**

In order to break the transmission chain of contagion of COVID-19, undersigned has issued prohibitory orders under section 144 of the Code of Criminal Procedure, 1973 vide endst. No. 4207-27/MA dated 23-3-2020 vide which restrictions on movement of any person outdoor (curfew) from 23-3-2020 (01:00PM) till further orders.

While in public interest some categories were exempted vide order no.97/MA dt.05.04.2020, order no.132/MA dt.26.04.2020, order no.146/MA. dt.03.05.2020 and order no.170/MA dt.14.05.2020 Now in continuation of these orders, the following institutions/officers/ employees/ establishments are exempted from the restrictions of the curfew orders in pursuance of the letter No SS/ACSH/2020/424 dated 17.05.2020 of Govt of Punjab where in reference has been made to Ministry of Home Affairs , GoI order no. 40-3/2020-DM-I (A) dated 17.05.2020

**IT IS TO BE NOTED THAT THE ACTIVITIES ALLOWED UNDER THESE ORDERS WILL NOT BE PERMITTED IN THE CONTAINMENT ZONES**

Besides the exemptions already given in previous orders the following shall be permitted

1. **Movement of passenger vehicles and buses allowed as per SOP**
  - (i) **Inter-state movement of passenger vehicles – Allowed with consent of the concerned states/districts for persons specified in the SOP at annexure- 1 to MHA Guidelines dated 17.05.2020.**
  - (ii) **Intra-State movement of passenger vehicles: Allowed for persons specified in the SOP at annexure-1 to MHA Guidelines dated 17.05.2020.**
  - (iii) **Taxis and cab aggregators: Allowed subject to compliance of SoP as issued by State Transport Department from time to time regarding COVID-19.**
  - (iv) **Bicycles, rickshaws and auto-rickshaws: Allowed subject to compliance of SoP as may be issued by State Transport Department from time to time regarding COVID-19.**
  - (v) **2-wheelers: Allowed subject to compliance of SoP as issued by State Transport Department.**
  - (vi) **4-wheelers: Allowed subject to compliance of SoP as issued by State Transport Department.**

No pass would be required for permitted activities like shopping, going to office and work place. Standard Operating Procedures (SOPs) for movement of persons as mentioned in Annexure 1 (attached) shall be strictly adhered to.

2. **Barber shops, saloons and Spas are allowed to open subject to compliance as may be issued by State Health Department**
3. **Sports complexes and stadia will be allowed to open but without spectators - and open subject to compliance of instructions as may be issued by State Sports Department.**
4. **All categories of industries are allowed to operate in both rural and urban areas without the need for special permissions.**
5. **Construction activities are allowed without any restriction in both the Urban and rural areas.**
6. **E-commerce shall be permitted for all goods.**

No separate permission would be required by the industries and other establishments to resume their operations. All employees, be it government offices, private offices and other work places, would be allowed to move without any requirement of pass during the permitted hours i.e. 7.00 am to 7.00 pm.



**It is however emphasized that the following activities (i to vi) will continue to remain prohibited as per MHA guidelines wherever applicable in the district**

- i) Schools, colleges, educational/ training/coaching institutions etc. will remain closed. Online/ distance learning shall continue to be permitted and shall be encouraged.
- ii) Hotels, restaurants and other Hospitality services , except those meant for housing health / police/ Govt. officials/ health care workers/ stranded persons including tourists and for quarantine facilities ; and running of canteens at bus depots, railway stations and Airports . Restaurants shall be permitted to operate kitchens for home delivery of food items as permitted earlier.
- iii) All cinema halls, , shopping malls , gymnasiums, swimming pools. entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.
- iv) All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings and large congregations.
- v) All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

**The movement of individuals shall remain strictly prohibited between 7:00 PM to 7:00 AM except for essential activities**

In the Containment Zones, only essential activities shall be allowed. There shall be a strict perimeter control. There are separate guidelines of MoHFW in regard to activities in the Containment Zones and those will be strictly followed.

**All exempted categories above will also ensure that**

1. Masks, gloves, hand washing and other precautions are taken as per guidelines.
2. Social Distancing (do gaz ki duri) is practiced during interaction with others
3. All such relaxations shall at all cost be permitted subject to the guidelines/SOPs/ directives as per attached Annexure 1,2 & 3
4. Activities which have been permitted will be strictly regulated and will be prohibited whenever required.
5. The persons above 65 years of age, persons with co-morbidity, pregnant women and children below the age of 10 years shall stay at home except for essential requirements and for health purposes.

These institutions/officers/employees will follow the Standard Operating Procedure (SOP) for movement of persons as mentioned in Annexure-I and National Directives as specified in Annexure-II to MHA guidelines dated 17.05.2020 shall be followed throughout the District and instructions/orders issued by Govt. of India/ Govt. of Punjab and undersigned as issued from time to time regarding the Covid-19. Any violation of these instructions/orders is liable to criminal prosecution.

Ghanshyam Thori, IAS  
District Magistrate  
Sangrur

**Endst. No 9081-9100 /M.A.**

**Date 17.05.2020**

A copy is forwarded to the:-

1. Chief Secretary to Government of Punjab Chandigarh.
2. Addl. Chief Secretary to Government of Punjab, Department of Home Affairs and Justice, Chandigarh.
3. D.G.P. Punjab Chandigarh.
4. Commissioner, Patiala Division, Patiala.
5. ADGP, CID, Punjab, Chandigarh.
6. ADGP, Counter Intelligence, Punjab, Chandigarh.
7. District & Sessions Judges, Sangrur.
8. S.S.P. Sangrur.
9. Additional District Magistrate, Sangrur.
10. Chief Judicial Magistrate, Sangrur.
11. All Districts Magistrate, in the State
12. All SDMs/Tehsildars/Naib Tehsildars in District Sangrur.



- 13 All Executive Magistrate in the District Sangrur.
- 14 All E.O. MCs through LFA Sadar Office.
- 15 BDPOs through DDPO Sangrur.
- 16 DPRO, Sangrur
- 17 Chief Agriculture Officer.
- 18 LDM, Sangrur
- 19 Supdt. Post Offices, Sangrur
- 20 All Concerned .....



Ghanshyam Thori, IAS  
District Magistrate  
Sangrur

