

**Dr. Rajendra Prasad Central Agricultural University**  
**Pusa (Samastipur) – 848125, Bihar**

O.O. No. II Estt./ 289 RPCAU, Pusa

Dated April, 18<sup>th</sup>, 2020

**OFFICE ORDER**


**Subject: Preventive measure to contain the spread of COVID-19-reg.**

In view of the instructions given in the Order No. 40-3/2020-DM-1(A) dated 15.04.2020 issued by Ministry of Home Affairs and O. M. No. 6-01/2020-Estt. (e-3493) dated 17.04.2020 issued by Estt. Section, DARE to function the offices w.e.f. 20.04.2020 under their control of different department with 100% attendance of Deputy Secretary Levels and above (Level 12 & above) that so that a total of 33% of total strength of the offices attends office on a single day. Regarding the remaining officers and staff a roster is to be prepared in all the offices, so that 33% strength of an office attends office on a working day. In ensuring the compliance of MHA and DARE order, the following guidelines are to be followed in all the offices including KVKs of RPCAU, Pusa.

- i) All the officers of Level 12 and above would attend the officer on all working days.
- ii) A total of upto 33% office strength is to attend office on a given day. Accordingly roster is to be prepared.
- iii) Those officials who have been provided single seater rooms for official work would attend office on all working days.
- iv) Regarding other officials who sit in halls and where more than one official sits, the seating arrangements is to be so decided that distance between seats of the two officials attending office on a particular day is 10 feet.
- v) The officer of Level 12 and above would approve the roster of officials who would attend office on given day accordingly.
- vi) The staffs of the University staying at Patna, Samastipur, Muzaffarpur and Darbhanga towns are exempted from this guideline.
- vii) Emergency and essential services will be continued as per the previous guidelines.

In pursuance of above advisory is it directed that the roster is decided by the Dean, Director and Controlling Officer of the Unit. It is to be issued by the head of the office that guidelines provided by MHA are adhered, in accordance with the guidelines stated in para-1 above.

By the Order of Vice-Chancellor

  
(A.K. Yadav) | 18.04.2020  
Deputy Registrar (Estt.)

Copy to: 1) Registrar/ All Deans and Directors/ ADRs/ HoDs/ Comptroller/ Deputy Registrars/ All Sr. Scientist and Heads, KVKs/ All In-charge, Research Stations & Sub-Stations for information and necessary action,  
2) In-charge, ARIS Cell, RPCAU, Pusa for display on University Website,

CC to : Secretary to Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.