

***National Institute of Pharmaceutical Education & Research (NIPER)***

No. NIPER/Estb./COVID-19/2020/.1395

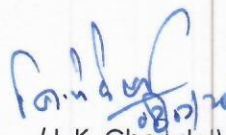
Dated: 08.07.2020

**OFFICE ORDER**

Keeping in view of the increasing cases of COVID-19 in all over the country and in Punjab state, the Competent Authority has approved the followings as precautionary measures:

1. All faculty members are directed to attend office in a staggered manner at least twice in a week with timing 9:00 AM to 5:30 PM.
2. Other staff including Administrative Staff, Scientific & Technical Staff are directed to attend office in a staggered manner at least twice in a week with timing 8:30 AM to 4:00 PM.
3. All HoDs/Centre Incharges/Administrative Sectional Heads are directed to call their respective manpower with the restriction of maximum 50% as per their requirement in such a manner that the respective manpower should attend office at least twice in a week with timing 8:30 AM to 4:00 PM. Roster should be prepared by respective HoDs/Centre Incharges/Administrative Sectional Heads and a copy be sent to AR (Estt).
4. Acting SEO is directed to workout the requirement of lab attendants/office assistants/office attendants subject to maximum 50% as per requirement and accordingly call the said manpower. Same may be worked out with respect to other outsourced staff, viz., Engineering, Horticulture and Security.
5. Proper social distancing/sanitization may be ensured by all HoDs and all the staff attending the office and should follow the guidelines with regards to COVID-19 issued from time to time by the Govt. of India/State Government/District Administration and the Institute.
6. Faculties/Staff not attending the office as per roster are directed to 'Work from Home' for that day with the condition that any one can be called to office for attending the office work on need basis on any day irrespective of the roster duty assigned by the HoDs/Centre Incharges/Administrative Sectional Heads.
7. Whosoever was in direct contact with Mr. Ajay Sharma, is directed to go for home quarantine upto 16.07.2020 with information to this office (List enclosed).
8. All employees are required to download **Arogya Setu and COVA applications** and update the same regularly.
9. No students shall be allowed on campus till further notice either to vacate hostel or for Ph. D. research work. Only local students can be allowed to vacate hostels with prior approval of the Chief Warden.
10. All campus residents are required to enhance level of safety measures. Anyone who develops fever/cough/flu like symptoms shall immediately go in home quarantine and intimate Administration (Mr. Manoj Tiwari , AR (Estt) -7814026769/ Dr. Vikram Singh, SO (Admn) - 8700221806/ Mr. Nityanand, Acting SEO - 9872204354).
11. This arrangement will remain in force till 31.07.2020 or till further orders.

This is issued with the approval of the Competent Authority.

  
(J. K. Chandel)  
Officiating Registrar

Copy to:

1. Director, NIPER, SAS Nagar
2. All HoDs/Faculties/Centre In-charges/Administrative Sectional Heads
3. Acting SEO
4. PRO - for circulation to all concerned

**List of Addresses of Personnel under Engg Section for Home Quarantine**

**NIPER Officials/Staff**

S. No.	Name	Designation	Home Address
1.	Er. Major Singh	AE (Civil)	H. No. 416, Heera Nagar, GHEL Road, Ambala City. (Haryana) <b>M-8288823278</b>
2.	Er. T. P. Singh	J. Engr (M)	H. No. HM 113, Phase-IIIB1, S.A.S. Nagar. Pin-160059, <b>M-9914501660</b>
3.	Sh Kamal Kishore	S.O.	H.No. 3, Type-II, NIPER, S.A.S. Nagar. <b>M-9417606565</b>

**Out Sourced/Contractual Personnel**

S. No.	Name	Designation	Contract Agency	Home Address
1.	Sh. Jagtar Singh	O/Asst.	M/S Lynx Security Service Pvt Ltd.	S/O Late Amar Singh Vill – Kailon, PO – Landran, Teh & Dist – S.A.S. Nagar. Pin-140307 <b>M-8727937399</b>
2.	Sh. Suresh Kumar	R/Keeper	-do-	S/O Late Sadhu Ram, H. No. 5274, Maloya Colony, Chandigarh. Pin-160025. <b>M-9646526639</b>
3.	Sh. Parwinder Singh	Supervisor (Elect)	M/S Marshal Electricals.	S/O Sh. Daljit Singh, Vill – Hussainpur, PO – Jandpur, Teh & Dist : S.A.S. Nagar. Pin-140301. <b>M-7707828002</b>
4.	Sh. Rama Shankar	Sr helper	-do-	S/O Late Rajdev Singh, H. No. 1440/3, Phase-11, S.A.S. Nagar. Pin-160062 <b>M-9463836829</b>
5.	Sh. Amarjeet singh	Tele technician	-do-	S/O Sh Mukhtiar Singh, Vill – Gudana, PO – Gige Majra, Teh & Dist – S.A.S. Nagar. Pin-140307. <b>M - 8872667381</b>
6.	Sh. Rampal	Sr. helper	-do-	S/O Sh Sadhu Singh, Vill – Kambala, PO – Kambala, Teh & Dist – S.A.S. Nagar. <b>M-8360875401</b>

*Parinder*