

Department of Technical Education: Chennai-25
GOVERNMENT COLLEGE OF ENGINEERING, BARGUR

OFFICE ORDER: GCEB/EST/20-21/COVID19/1 Dt. 07-05-2020

OFFICE ORDER

**Sub: Preventive measures to contain spread of
COVID19 – Re opening of office premises from
8^h May 2020 – reg.**

--==--

As part of preventive measures to contain the spread of COVID-19 the Ministry of Home Affairs, Government of India vide No 40-3/20-20/DM-I (A) has extended the lock down for a further period of 14 days from 4th May 20 i.e., till 17th May 2020. Government of Tamil Nadu also follows the same. The Government of Tamil Nadu through Press release dt.2.5.2020 have also allowed a set of activities during the period of lock down. Also as per instruction received from Directorate of Technical Education on 7-5-2020 through video conference, Government Institutions with 33 percent of staff as per requirement may start functioning.

Accordingly the following instructions are issued.

1. All the Senior Professors and heads, with the **exception** of those officers whose residences are located within containment zones, if any, will be present and in charge of their respective department with effect from 8th May 2020.
2. The officials listed in the Batch wise Roster as per Annexure II are directed to attend office and perform duty on rotation basis on the dates noted on the top of annexure II.

3. Necessary instructions assigning the duties for the period during which the professor are required to work from home were already issued by the respective groups separately under intimation to Administration.
4. Reasonable efforts will be taken by the administration to arrange Public Transport with social distancing, if any, within the available means. However, the officials are advised to use their own means of Transport as availability of Public transport may not be guaranteed in view of the prevailing circumstances.
5. Those officials whose residences are located in Containment Zones as declared by the competent authority need not attend office. Such officials / teachers, are instructed to inform the administration through e-mail or other means of communication in this regard in advance.
6. Hostel and Canteen facilities would not be available until further orders and all officials are advised to bring their own lunch.
7. The set of measures as listed in the Annexure II will be in force as part of Standard Operating Procedure for observing Social Distance in the Office premises with immediate effect and for strict compliance of officers and officials.

These instructions will take immediate effect and until further orders.



Dr.T.Alwarsamy
Principal

All HOD by e-mail

Associate Warden

Notice board

Dr.Arivumani (by e-mail) for uploading the copy of the office order in the Website of the GCEB

Annexure I

The following measures will continue to be in force in the office premises as per Standard operating procedure for observing Social Distance in the office premises.

1. All officials attending office should take necessary precautions like wearing of masks and if possible hand gloves while in transit and inside office premises.
2. They should carry Identity Cards and permission letters issued by the office
3. All officers, officials will be screened using thermal scanner while entering and exiting the office premises. Hand sanitisers would be provided both at the entrance and inside the office premises
4. Senior officers and HOD should ensure that the staff are seated at a minimum distance of 4 to 6 feet in sections as there is no separate room.
5. Meeting or gathering of persons inside the office premises is strictly prohibited
6. Entry of non essential visitors is strictly prohibited
7. Use of tobacco etc. and spitting is strictly prohibited
8. Lunch should be taken by the officials from their respective seats in sections
9. Except the main entrance all other entry points would be closed
11. Entire office premises would be sanitised at periodical intervals - Action by Bursar and Associate warden for e procurement for their respective Divisions,(College and Hostels)

J. Munnapp
3/5/2020

Annexure-II

Period of working 8,11 & 12/5/2020

Admin/ Ministerial staff

1. Thiru.Teekaram , Bursar
2. Thiru. Ponnuraj , Superintendent
3. Th. Nehru, Assistant
4. Th.Senthil, Assistant
5. Vignesh, Assistant
6. Tmt.Asma, Typist

Teaching staff:

1. Dr.P.Thirumal, Asso. Professor and Head
1. 2 .Dr.G.Saraswathy, Asso.Professor and Head
2. Dr.Bakkiyaraj, Asst. Professor and Head
3. 4 .Dr. Jesus Stephen samy, Asst. professor and Head
4. Dr.M. Kavitha, Asst.Professor and Head
5. Th. K.Mohan, Asst.Professor
6. Mr.Arivumani, Asst.Professor
7. Th. Arulkumar, Asst.professor
8. Th. Manogaran, Asst.professor
9. Th. Ranjith, Asst. Professor
- 10.Th.Tamil Prabhakaran, Asst professor
- 11..Dr.Elumalai, Asst. professor
- 12.Dr. Khajaali
- 13.Th. Mohandoss
- 14.Th. Manikumar

Non Teaching staff

1. Th. Andrews
2. Mr. Soundarajan
3. Mr. Jhon Joseph Antony.



Dr.T.Alwarsamy
Principal