



गुजरात केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF GUJARAT

# गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

## CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

**Prof. Alok Kumar Gupta**  
**Registrar (Offg.)**

By Speed Post/Regd. Post/By Hand/email

**F.No.21-18/2019-Admn.**

**20/08/2020**

### Circular No. 04/HR/2020-21

**Ref.:- (1) CUG, Circular No.16/2020-21, dated 15/06/2020.**

I am directed to convey that all Deans, Chairpersons, Coordinators, HoDs, Section Heads to submit "Absentee Statement" of regular employees, duly filed in prescribed format (enclosed) on monthly basis on or before 5<sup>th</sup> of every month for further necessary action.

For the month of July, 2020, all are requested to submit Absentee Report by 21/08/2020 positively on [cug.attendance@cug.ac.in](mailto:cug.attendance@cug.ac.in) only.

This is for strict compliance of all concerned.

**Sd/xxx**  
**Registrar (Offg.)**

**Encl:** as above

#### **Copy to:**

1. All Deans (By email)
2. FO (Offg.) (By email)
3. CoE (Offg.) (By email)
4. DSW (By email)
5. Provost (By email)
6. Proctor (By email)
7. All Officers (By email)
8. All Teaching Staff (By Email)
9. ICT Chairperson - **with a request to upload this circular on the University website** (By email)
10. Estate Officer (By email)
11. Professor (I/c) Library (By email)
12. Finance & Accounts Dept. (By email)
13. Admission & Evaluation Dept. (By email)
14. Academic and Authorities Section (By email)
15. Circular file
16. PA to VC



एक ब्रह्म स्वच्छता की ओर

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076  
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

[Email: registrar@cug.ac.in](mailto:registrar@cug.ac.in), [website: www.cug.ac.in](http://www.cug.ac.in)



150 YEARS OF CELEBRATING THE MAHATMA