



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.1-61/2014-Admn.**

**24/06/2020**

**Circular No. 21/2020-21**

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

- Ref.**
- 1 CUG Circular No. 12 dated 19/05/2020 regarding Opening of Administrative Office.
  - 2 CUG Circular No. 15 dated 31/05/2020 regarding Extension of Lockdown.
  - 3 Ministry of Personnel, Public Grievances and Pensions DoPT O.M. No. F.No. 11013/9/2014-Estt.A.III dated 05/06/2020.

In continuation with the University Circular No. 12 & 15 mentioned under reference 1 & 2 above and in pursuance with the DoPT OM dated 05/06/2020 mentioned under reference 3 above, it is hereby conveyed to all Teaching, Non-Teaching Staff and Students that strict adherence to the practices of social distancing norms and health & hygiene practices is of paramount importance and the Staff of CUG as responsible employees should abide by these practices, so that, the Schools/Centre's/Offices of CUG functions in the most efficient manner in the given situation. All the Schools/Centre's/Departments/ Sections/Cells/Offices are, therefore, directed to ensure strict compliance of following instructions:-

1. Only asymptomatic staff shall be allowed. Anyone with a mild cold/ cough or fever needs to stay at home.
2. Officers/ staff residing in containment zone shall not come to office and work from home till containment zone is de-notified.
3. 50% staff/ Officers shall be attending office in a day. Roster will be reworked accordingly. Remaining staff will continue to work from Home.
4. Face mask and face shield have to be worn at all times inside the office premises. Disciplinary action will be taken if it is found that protocol for mask is not followed in the office.
5. Used masks and gloves shall be discarded carefully. Maintenance Section will inform housekeeping about norms for disposal of such waste.
6. Face to face meetings/discussions/interactions be avoided as far as possible. Officers/ Staff will use intercom/ phone / videoconferencing for interactions.
7. Videoconferencing in Board room may be avoided as far as possible. ICT/Stores Section will provide necessary equipment to the officers, so that, they can join web-room from their respective computers.



एक कदम 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



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**

8. Handwashing/Hand sanitization in every half an hour is a must to prevent spread of infection.
9. Frequently touched places such as electric switches, door knobs, elevator buttons, hand rails, washroom fixtures etc. shall be cleaned in every one hour with 1% sodium hypochlorite. Officers /Staff are also advised to clean their personal equipment like keyboards, mouse, phones, AC remotes etc. by themselves by using any ethanol based disinfectant frequently.
10. Distance of 1 mtr shall be maintained while sitting or walking. Visitors' chairs in the cabins of the officers shall accordingly be placed keeping the norms of social distancing.
11. All officers/staff are requested to follow these instructions without fail. Cooperation of all Officers is crucial to contain the spread of infection.
12. Other **Standing Operating Procedures** of Ministry of Health & Family Welfare (MOH&FW) SOP dated 04/06/2020 and **CUG Covid Cell Safety Guidelines** (issued vide Office Order 02/AA-2020-21 dated 18/05/2020) regarding preventive measures to contain spread of COVID 2019 in offices strictly followed by all staff members to contain the spread of Novel Coronavirus (COVID-19).

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

**Encl: as above**

**Copy to:**

1. All Deans (By email)
2. DSW (By email)
3. Provost (By email)
4. Proctor (By email)
5. FO (Offg.) (By email)
6. CoE (Offg.) (By email)
7. All DRs/ARs (By email)
8. Estate Officer (By email)
9. All Chairpersons/Coordinators of Centre (By Email)
10. All Teaching and Non-Teaching Staff (By Email)
11. ICT Chairperson – **with a request to upload this circular on the University website**
12. Office of the DSW – **Kindly this circular may be sent to all Students**
13. Professor I/C Library (By email)
14. All Wardens (By email)
15. PA to VC – **for kind information of the Hon'ble Vice Chancellor**
16. Finance & Accounts Dept. (By email)
17. Admission & Evaluation Dept. (By email)
18. Academic and Authorities Section
19. Estate/Maint. Department- **For further needful as mentioned in SOP and CUG Safety Guidelines**
20. All Notice Boards, Sec-29 & 30 Campus
21. Circular file



एक कदम 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)



YEARS OF  
CELEBRATING  
THE MAHATMA