



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.

18/10/2020

Circular No. 42/2020-21

Sub: Guidelines for Non-teaching staff of CUG - reg.

Ref: 1. CUG Circular No. 40/2020-21 dated 04/10/2020.

2. CUG Circular No. 41/2020-21 dated 11/10/2020.

3. Approval of Hon'ble Vice-Chancellor dated 18/10/2020.

After reviewing the situation of COVID-19, I am directed by the competent authority to convey the following guidelines to be followed by all Non-teaching staff members of the University.

In order to ensure the safety of the Non-Teaching staff of University the following precautions are to be taken:-

- i. At a time 50% of total Non-teaching staff of the CUG can work from home till 31/10/2020.
- ii. HoDs and Section Heads are directed to prepare duty roster as per Circular No. 12 dated 19/05/2020 so that their 50% staff members work from Office and remaining 50% work from home. HoDs/Section Heads may call their staff for any official work, which requires urgent attention.
- iii. The said period shall be counted as being on duty for all Non-teaching staff members including Ad-hoc and contract employees whose contracts are valid at least up-to 31/10/2020.
- iv. Aarogya Setu App enables easy identification of potential risk of infection and, therefore, it may be ensured that Aarogya Setup App is installed by the students, faculty and employees to fight against COVID-19.
- v. In case of exigency, any Non-teaching staff may attend or be asked to attend the University with all precautionary measures as mentioned in the guidelines issued by MHA/MHFW and the University.
- vi. All Non-teaching staff should provide their contact details i.e Mobile No., email id, etc to their office so that they may be contacted in case of emergency.

All non-teaching staff are also hereby directed **not to leave their headquarters/duty station without permission** from the competent authority.

Essential Services, Hostel Administration, Maintenance Section, Health Centre related activities will continue as usual.

All non-teaching staff are requested to follow the guidelines/advisories issued by Government of India, MoE and UGC, as well as Circulars issued by our university from time to time, which are uploaded regularly on the website of the University.



एक कदम स्वच्छता की ओर

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



15 YEARS OF CELEBRATING THE MAHATMA



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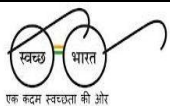
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Further, all are requested to kindly visit University website regularly for further instructions and updates.

Sd/xxx
Registrar (Offg.)

Copy to (By e-mail):

1. All Deans
2. DSW
3. Provost
4. Proctor
5. FO (Offg.)
6. CoE (Offg.)
7. All DRs/ARs
8. Estate Officer-**Kindly sanitize both the premises as per COVID-19 guidelines.**
9. All Chairpersons/Coordinators of Centre
10. All Teaching and Non-Teaching Staff
11. ICT Chairperson- **with a request to upload this circular on the University website.**
12. Office of the DSW
13. Professor I/C Library
14. All Wardens
15. PA to VC – **for kind information of the Hon'ble Vice Chancellor.**
16. Finance & Accounts Department.
17. Admission & Evaluation Department.
18. Academic and Authorities Section
19. Estate Department
20. Circular file



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150 YEARS OF CELEBRATING THE MAHATMA