



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)

F.No.1-61/2014-Admn.

19/05/2020

Circular No. 12/2020-21

Sub: Opening of Administrative Office in Central University of Gujarat (CUG) -reg.

- Ref.**
- 1 Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I(A) dated 17/05/2020.
 - 2 CUG Circular No. 10 dated 17/05/2020 regarding Extension of Lockdown.
 - 3 CUG Circular No. 11 dated 18/05/2020 regarding CUG Guidelines on Safety Measures on University Campus after Lockdown.
 - 4 DoPT OM No. F.No.11013/9/2014-Estt.A.III dated 18/05/2020 regarding Attendance.
 - 5 GoG Order No GG/27/2020-Pt-1/K/102020/482 dated 18/05/2020 regarding relaxation during lockdown and GoG Circular No. NCV-102020-FSS-8G regarding declaration of containment and non-containment area.
 - 6 Approval of competent authority dated 19/05/2020.

In pursuance of MHA Orders mentioned under reference-1 above, the Central University of Gujarat has issued circular dated 17/05/2020 regarding extension of lockdown upto 31/05/2020. Subsequent to the Orders of MHA, Government of Gujarat has issued Orders dated 18/05/2020 & 19/05/2020 declaring containment & non-containment area and opening of establishments in non-containment area, wherein it is mentioned that the educational institute cannot be opened, however its Administrative Offices can be allowed to be function.

2. Hence, I am directed to convey to the all concerned that the Administrative Offices under Central University of Gujarat will be opened w.e.f. 21/05/2020 by strictly following all guidelines of GoI, MHRD, UGC, GoG and COVID-19 Cell of the University.

3. The following guidelines are to be observed for proper functioning of the Administrative Offices of CUG for containment of COVID 19 during office working hours :

(a) For regulating the attendance of officers and staff below the level of Deputy Registrar, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day on rotational basis. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

(b) All Heads of the Departments shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1st shift: 9 AM to 5.30 PM

2nd shift: 9.30 AM to 6 PM

3rd shift: 10 AM to 6.30 PM

Contd...



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in





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)

-
- (c) All persons in charge of workplaces shall ensure social distancing through adequate distance between staff, adequate gaps between shifts, staggering the lunch breaks of staff, etc. All the staff should wear masks all the times and sanitize or wash their hands frequently.
- (d) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible. All letters, requisition, proposal and correspondence to be routed through email only.
- (e) CUG Guidelines on Safety Measures on University Campus after Lockdown circulated vide Circular No. 11 dated 18/05/2020 will be followed by all the staff of the University.
- (f) Meetings, as far as feasible, should be done through video conferencing. Number of persons attending the meetings should be minimum possible.
- (g) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever, etc. and if feeling unwell, should leave the workplace immediately after informing their reporting officers.
- (h) Those staff whose home/house is in containment zones will not be allowed to leave containment zone and they will remain at home and work from home.
- (i) The above instructions shall be in force with immediate effect and until further orders.
- (j) If any faculty member wishes to come to the university in the context of examination related essential/urgent work, he/she may do so.
- (k) Visitors are not permitted to visit the University Office during the lockdown period.

Sd/xxx
Registrar (Offg.)

Encl: as above

Contd...



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)





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)

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. Estate Officer (By email)
9. All Teaching and Non-Teaching Staff (By Email)
10. ICT Chairperson – **with a request to upload this circular on the University website**
11. Assistant Librarian (By email)
12. All Wardens (By email)
13. PA to VC – **for kind information of the Hon'ble Vice Chancellor**
14. Finance & Accounts Dept. (By email)
15. Admission & Evaluation Dept. (By email)
16. Academic and Authorities Section
17. Estate Department
18. All Notice Boards, Sec-29 & 30 Campus
19. Circular file
20. Guard File



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in

