



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)

F.No.1-61/2014-Admn./2668

20/03/2020

Circular No.66/2019-20

Sub. : Preventive measures to contain the spread of COVID-19.

- Ref. : 1. Office Memorandum (OM) No. 11013/9/2014-Estt (A-III) dated 19/03/2020 of Department of Personnel & Training (DoPT), New Delhi.
2. Approval of Hon'ble Vice Chancellor dated 20/03/2020.

With reference to DoPT OM mentioned under ref.-1 above, I am directed by the competent authority to convey that **50% of Group B and Group C non-teaching staff are required to attend the office every day**, and the remaining 50 percent staff should be instructed to work from home. **All HoDs/Section Head/Office-in-Charge** are advised to kindly depute and regulate their staff in such a way that 50% Group B and Group C staff remain present in the office on alternate day till 31/03/2020.

The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

Further, all non-teaching staff are requested to kindly check the University website regularly for further instructions and updates.

Employees who are engaged in essential services are requested to attend office as usual.

Alok Gupta
Registrar (Offg.)

Encl: As above

Copy to:

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| 1. All Deans (By E-mail) | 12. All Wardens (By E-mail) |
| 2. FO (Offg.) (By E-mail) | 13. PA to VC – for kind information of the Hon'ble Vice Chancellor (By E-mail) |
| 3. CoE (Offg.) (By E-mail) | 14. Finance & Accounts Dept. (By E-mail) |
| 4. DSW (By E-mail) | 15. Admission & Evaluation Dept. (By E-mail) |
| 5. Provost (By E-mail) | 16. Academic and Authorities Section |
| 6. Proctor (By E-mail) | 17. Maintenance Cell (By E-mail) |
| 7. All Officers (By E-mail) | 18. All Notice Board, Sec-29 & 30 Campus |
| 8. Estate Officer (By E-mail) | 19. Circular file |
| 9. All Teaching and Non-Teaching Staff (By E-mail) | 20. Guard File |
| 10. ICT Chairperson – with a request to upload on University Website (By E-mail) | |
| 11. Assistant Librarian (By E-mail) | |



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