



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

OFFICE ORDER

**Sub: Preventive measures to contain the spread of Corona virus (Covid-19)
Attendance of the University officials-reg.**

Reference: the instructions issued by the State Govt. vide Order No. 62/69/2021- 6GS1 dated Jan 04, 2022 issued from the O/o Chief Secretary to Govt. of Haryana, on the subject.

In compliance of above referred instructions, various offices of the University will function w.e.f. January 05, 2022 with reduced staff as notified i.e. 50% of actual strength. However, all the Officers of the level of Superintendent and above will attend the office as usual.

Respective Chairpersons/Heads of various Offices will accordingly prepare the roaster for respective offices keeping in view the proximity of staff residence to office, conveyance & containment zones, and will ensure the strict compliance of social distancing, hygiene and sanitization norms in their respective offices, in coordination with concerned office.

The employees who do not attend the office on the particular day shall work from home and liable to make them available through e-connect with their respective offices. The Persons with Disabilities (PWD) and pregnant women shall also work from home. Any employee may be asked to report the office any time as and when so required.

This is issued with the approval of the Competent Authority.


REGISTRAR

Endst. No. GUG/Estt/2022/32-73

Dated: 6/01/2022.

A copy of the above is forwarded to the following for kind information and necessary action:-

1. All the Chairperson/Branch Officers, Gurugram University, Gurugram.
2. Incharge Library, Gurugram University, Gurugram.
3. Incharge Security, Gurugram University, Gurugram.
4. Deputy Registrar (IT), Gurugram University, Gurugram. He is requested to upload the same on the University website.
5. OSD to VC (for kind information of the Vice-Chancellor), Gurugram University, Gurugram.
6. PA/Clerk to Registrar (for kind information of the Registrar), Gurugram University, Gurugram.


Deputy Registrar (Estt.)
For Registrar