



MAHATMA GANDHI UNIVERSITY, KERALA

No. 17152/ADA1 SO/2020/AD A1

Dated: 16.05.2020

Priyadarsini Hills

CIRCULAR

Sub:- Sub: University Administration- COVID -19 Epidemic – Functioning of the University Office -Additional Measures and Guidelines –Reg.

Ref :- _____

The state is under lock down for the containment of COVID 19 Epidemic. The Government of Kerala on identifying hot spots in the state has divided the districts in Kerala into four categories imposing restrictions for the containment of the wide spreading of the pandemic. The Government has also issued guidelines with regard to the functioning of government offices, including autonomous bodies. Since, restrictions are continuing as a part of the lock down, it has been decided to enforce the following additional measures and guidelines from 18.05.2020 on wards, to ensure the smooth functioning of the University office. All the employees are directed to follow these guidelines strictly.

1. Employees placed in Group A & B, up to 50%, shall invariably attend office every day.
2. Employees placed in Group C & D, up to 33% shall attend office every day.
3. A Schedule specifying the turn of the employees to be present in the office on each day starting from 18.05.2020 is attached here with.
4. Employees, irrespective of the groups they belong to are required to attend office in exigencies as per the directions of the higher ups.
5. Employees residing in the containment zone have to intimate the same in writing.
6. Employees are bound to forfeit eligible leave/casual leave, if they abstain from duty on allotted days, if appropriate G.O is issued by government for the same
7. Continuous absence of employees from duty without valid reasons will also be viewed seriously.

These guidelines are subject to changes in accordance with the new directives issued by the state government which will be communicated in due course

Sd/

Dr.Prakash Kumar B.
Registrar

To

- 01.All Sections/Departments
- 02.P.S.to V.C/P.V.C
- 03P.A to Registrar/Finance Officer/Controller of Examinations
- 04.P,R.O/Security Officer/E.O for n/a
- 05.S.F/D.F/F.C

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