

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.), 470003
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.), 470003
(A Central University)



कुलसचिव
Registrar

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(THIS IS AN EMAIL, HENCE NOT SIGNED)

No. R/2020/7/462

22 May 2020

OFFICE ORDER

1. Please refer to our Office Order No. **No. R/2020/7/461** dated **22 May 2020**.
2. **Please read para 2 as under:-**

“**All officers** (Assistant Registrar and level above) will attend the Office regularly from 22 May 2020 onwards. Teachers can attend offices in respective departments for undertaking administrative work. Persons from Containment Zones will be exempted from attending offices. **However, Schools/Departments/Offices/Branches/Sections will only have 33% manpower** (staff below Assistant Registrar level) attending the Schools/Departments/Offices/Branches/Sections on daily basis. All Deans/Directors/HoDs/Officers heading the Schools/Departments/Offices/Branches/Sections are requested to chalk out a Roster Plan of employees/staff in their respective Schools/Departments/Offices/Branches/Sections and ensure attendance upto 33% every day and remaining 67% employees/staff, will continue to work from home and remain available on telephone for the day. As notified earlier, all employees/staff on essential services will continue to work in full strength as hither-to-fore. All teachers/officers/employees/staff are advised to carry Vishwavidyalaya Identity Card and copy of this letter alongwith enclosure with them at all times, to enable them smooth movement between the city and **University Campus**”.

3. **Rest no change.**

Sd/xxxx
Col RM Joshi (Retd)

Copy to:-

1. **All Deans/Directors/HoDs.** - please disseminate to all teachers, employees and students in your respective Schools/Depts/Sections/Offices on priority basis.
2. **I/c Controller of Examination, I/c Finance Officer, I/c Librarian.**
3. **All Officers/Section Officers.**
4. **Prof In-charge Web Cell** - please upload on University web portal.
5. **Assistant Registrar (Registrar Office).**
7. **PS to VC** - for information of the Hon'ble VC please.
8. **Guard File.**

Sd/xxxx
Col RM Joshi (Retd)