



**OFFICE OF THE REGISTRAR : : DIBRUGARH UNIVERSITY : : DIBRUGARH**

No. DU/RG/G-01-01/2020/3832


Date: 19.05.2020

**NOTIFICATION**

This is for information of all concerned that in compliance to the Lockdown 4.0 directives issued by Government of Assam vide notification no. ASDMA.24/2020/Part-1/57 dated 18<sup>th</sup> May 2020 the University has decided to comply with the following guidelines under the said directives for functioning of its Offices with restrictions till 31<sup>st</sup> May 2020 as a preventive measure to curb the spread of COVID-19 pandemic within the University Campus.

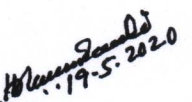
1. The offices of this University shall function normally with staggered working hours for employees in two batches i.e. 9:30am - 3:30pm and from 11:30am - 5:30pm with immediate effect. The Controlling Officers are requested to ascertain the attendance of its supporting staff batches in their respective Branches/Sections according to the prescribed staggered working hours for smooth functioning of the office.
2. For female employees having children below 5 years of age and pregnant female staff it is not mandatory to attend the offices. However, they are requested to make themselves available on phone/ e-mail, if required.
3. Persons above 65 years of age shall not attend their respective work places.
4. All employees shall maintain physical social distancing measures as prescribed by the Government advisories/guidelines.
5. All employees shall have to wear mask and adopt proper sanitization in their respective workplaces.
6. The Guest House Canteen, Jo:Saag Canteen, Juti Canteen and the Canteen in front of the Department of Anthropology may operate on take away or home delivery basis.
7. All construction works in this University are allowed to carry out their works between 7:00 am to 6:00 pm with due approval from the competent authority. Contractors/vendors shall have to submit the complete list of their employees/workers along with passport photo and wearing of mask and ensure social distancing guidelines.
8. The entry of outside visitors/individuals is strictly prohibited within the University Campus without prior permission from the competent authority.
9. Sale or consumption of paan, Gutkha, tobacco etc. within the Campus is strictly prohibited.
10. Spitting within the University Campus and work places is strictly not allowed.

This has the approval of the Vice-Chancellor, D.U.

  
19.5.2020  
**Registrar**  
Dibrugarh University  
Dibrugarh

***Copy forwarded for information and necessary action to:***

1. The Vice Chancellor, D.U. for favour of information
2. All Heads/Chairpersons/Directors of various Departments/Centres/Institute, D.U.
3. All Officers, D.U.
4. The Programmer, D.U. to upload the same in the University website
5. Office file

  
19.5.2020  
**Registrar**  
Dibrugarh University  
Dibrugarh