



ASSAM UNIVERSITY::SILCHAR ORDER

In view of unprecedented rise in COVID 19 incidences in the country, it has become imperative to ensure safety for all the employees and other stakeholders of the University. Accordingly, the following guidelines are laid down for compliances in the University campus:

1. One to one offline meeting is to be avoided as far as feasible. All employees are expected to work maintaining social distancing norms in their respective workstation and should avoid physical meeting or movement to different rooms unless called for.
2. Officers may only attend to emergency work /social utility services based on man power resource at their disposal. There may be delay in discharge of normal functioning. Stake holders are expected to bear with the delay.
3. Physical movement of files to be kept at minimal. In case of urgent and indispensable need, stake holders are requested to contact concerned officers via email/whatsapp/phone only. Concerned officers are expected to address the urgent and indispensable official need of the stakeholders at the earliest as far as practicable. In certain matters, application/ permission/NOC etc may be communicated through emails wherever feasible.
4. As all employees are supposed to be in station; therefore, this is to reiterate that no station leave shall be granted without appropriate kind of leave prayed for during the period of station leave unless the period is vacation.
5. Number of buses for employees is temporarily increased to ensure social distancing norms.
6. It is reiterated that putting on masks appropriately in campus/ official vehicle is mandatory. Serial No. 1, 2, 3 and 5 shall be in force upto June 30 2021. Serial No. 4 and 6 shall be practised until further changes, if any notified.

Dr. Pradosh Kiran Nath
Registrar, Assam University, Silchar
Dated : 26.4.2021

F.No.AUR/21-1/2020/70

Copy to:

1. PVC(AUDC)/(AUS) for information
2. All Deans/HoDs/other Group A officers for information
- 3.FO/DCDC/Librarian/CoE/DIQAC
4. DSW/Proctor/AR(Estate) for information and necessary action.
5. PS to VC for information of VC
6. President/Secretary AUTA/AUNTEA for information.
7. All other teachers/non-teaching staff for information.
8. Security Officer for information and necessary action
9. Director, Computer Centre for uploading in University website.

Registrar