

  
**DRAVIDIAN UNIVERSITY**  
SRINIVASAVANAM, KUPPAM - 517426

No. DU/R5/Circular/2020

Date : 16.05.2020

**CIRCULAR**

Sub: Establishment – COVID-19 – LOCKDOWN till 17<sup>th</sup> May 2020 in the State of Andhra Pradesh – Attending the office by the officers and staff – Reg.

- Ref: 1. G.O.Rt.No.766, G.A. (Poll. A) Dept., Dated 03.05.2020.  
2. O.O.Rt.No.628, Dated 15.05.2020.  
3. Vice-Chancellor's Orders dated 16.05.2020.

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As per the reference 1<sup>st</sup> cited above, Orders have been issued that officers shall attend the office regularly and the other staff shall attend office up to 33% of total sanctioned strength of that Sections/Departments.

As per the reference 2<sup>nd</sup> cited, all the Officers and Staff members in all categories including outsourcing staff are directed to attend the office regularly.

The Officers and Staff members including Class-IV those who are stranded at places other than University Head Quarters are directed to apply passes for permission to travel, if necessary. If they are not in a position to attend to office on their personal/Medical grounds they shall apply appropriate leaves as per their eligibility, otherwise they have to produce necessary certificates from the Municipal / Local authorities, if they are in Containment area.

*In this context, it is also to note that the Deans of different Schools / Heads of Departments / Sections, teaching and non-teaching employees must produce CORONA Free Certificate from the appropriate medical authorities, if they are coming from places other than University Head Quarters (as per earlier circulars).*

  
16.5.2020  
**REGISTRAR**

Copy to

The Dean, Academic Affairs, Dravidian University, Kuppam for information.

All Deans / Heads of the Departments/ Section Heads, Dravidian University for circulation among Staff.

P.S. to Vice-Chancellor/P.A. to Registrar, Dravidian University, Kuppam.

File.