



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in



ORDER

Whereas in view of the spread of Novel Corona Virus (COVID-19) in the country and as per the directive issued by the Govt. of Assam vide order number ASDMA.28/2021/63 dated 04.05.2021; Except Officers only 50 % of the remaining employees will attend office in one day **w.e.f 12.05.2021** until further orders. The office hours will be till 2.00 PM on all days.

The University staff shall have to strictly maintain social distancing norms, wear masks while in the University premises and also observe strict adherence to the guidelines laid down by the Government.

Concerned Head of the department/sections are requested to maintain the roster for their respective departments.

The concerned officials/staff who will be attending office are requested to carry their official Identity Cards along with them during movement and produce them to the concerned authorities, as and when asked for.

This has been issued with the approval of the Vice-Chancellor

Registrar
Cotton University

No. CCSU/GAD/2013/028/3707

Date: 11.05.2021

Copy to:-

1. PS to VC for kind appraisal of the Vice Chancellor, Cotton University.
2. The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6
3. The Director of Higher Education, Assam, Kahilipara, Guwahati-45.
4. The Deputy Commissioner, Kamrup (M), Guwahati.
5. The Commissioner of Police, Kamrup (M), Guwahati.
6. All HOD/HOS for information and necessary action.
7. CSM to upload the same in the University Website.
8. Office Copy.

Registrar
Cotton University