



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

F. No. 1-61/2014-Admn. /1201

19/09/2022

**Circular No. 11/2022-23**

It is hereby conveyed to all that the Central University of Gujarat will observe the working hours from 09:30 AM to 06:00 PM with immediate effect (with half an hour lunch break from 1:30 PM to 2:00 PM).

Every employee should clearly enter his initials at the time of arrival and departure duly noting the time in ink. The register should be initialled at the bottom by the Section Head.

Further, time of the staff deployed at Laboratory, Library, ICT and Maintenance will be decided by the respective Dean/HoD/Section Head etc.

All Non-teaching staff leaving University premises during working hours, will be required to take permission from their Dean, Chairperson and HoD with their stamp as per attached format and submit to security while going out. Nobody will be permitted to leave University premises without permission slip.

All staff members are directed to follow the above guidelines strictly.

This is issued with the approval of the competent authority.

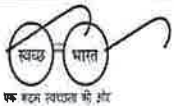
  
Registrar (Offg.)

Encl: As above

Copy to (By E-mail):

1. All Deans
2. DSW
3. Provost
4. Proctor
5. FO (Offg.)
6. CoE (Offg.)
7. All DRs/ARs
8. All Group-A Officers
9. IWD
10. All Chairpersons/Coordinators of Centre
11. All Teaching and Non-Teaching Staff
12. Security Officer – **Kindly check permission slip at main gate of both campuses.**
13. ICT Chairperson – **with a request to upload this circular on the University website.**
14. Office of the DSW – **Kindly disseminate among all Students.**
15. Professor I/C Library
16. All Wardens
17. PS to VC – **for kind information of the Hon'ble Vice Chancellor**
18. All Notice Boards, Sec-29 & 30 Campus
19. Circular file

**Hindi version of this Circular will follow.**



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076  
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076  
Email: registrar@cug.ac.in, website: www.cug.ac.in



**PERMISSION SLIP**

- 1) Name: .....
- 2) Designation: .....
- 3) School / Centre / Department: .....
- 4) Official / Non-Official: .....
- 5) Reason: .....
- 6) Date: .....
- 7) Time: From ..... to .....
- 8) Will Return or Not: .....

( ..... )  
Signature of Dean/Chairperson/HoD

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