

It is requested that all communications should be addressed to The Registrar, Thiruvalluvar University and not to any person.

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திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
(NAAC Accreditation 'B' Grade)
(State University)
SERKKADU, VELLORE – 632 115.

Dr. S.SYED SHAFI, M.Sc., M.Phil., Ph.D.,
Registrar i/c

Dated: 16.05.2020

C I R C U L A R

I am by direction to inform you that the Tamil Nadu Government in its G.O.Ms.No.239, Revenue and Disaster Management Department dated 15.05.2020 has issued further guidelines with regard to functioning of Government Offices by maintaining social distancing in offices, the Government direct that all the Government offices shall function with half the work force in any given day. In addition, in order to compensate the working hours already lost due to COVID-19 Lockdown, the Government direct that a system of six-day working week including Saturdays as working days, with present office timings be brought into force.

In view of the above, **the following system of functioning of offices w.e.f.18.05.2020 shall be followed scrupulously until further orders:-**

- ❖ Six-day working week including Saturdays as working days, with present office timings;
- ❖ All sections shall function with half the work force (i.e.50%);
- ❖ **In the start of a week, first batch shall work for 2 days at a stretch (Monday & Tuesday) and the second batch shall work for the next 2 days (Wednesday & Thursday) followed by the first batch for the next 2 days (Friday & Saturday)**
- ❖ **In the subsequent week, second Batch shall work for 2 days at a stretch (Monday and Tuesday) and the first batch shall work for the next 2 days (Wednesday & Thursday) followed by the second batch for the next 2 days (Friday and Saturday).**
- ❖ Notwithstanding the above alternate working system, the staff on off-duty shall also attend office if called for at any point of time.
- ❖ All Group "A" Officers i.e. all staff in the post drawing level of pay from Rs.59,300 – 1,87,700 to Rs.1,28,900 – 2,25,000 (Levels 25 to 32 in the pay matrix)
- ❖ All Officers / Staff members shall always be available for official work and accessible through any electronic mode of communication;
- ❖ In this regard, I request all the staff members, both teaching and non-teaching to attend the duty on 18.05.2020 without fail.

Hence, University Departments affiliated colleges and constituent colleges are advised to adhere the rule strictly.

**-Sd-
REGISTRAR**

To

1. All the Heads University Departments
2. All Principals of Affiliated colleges /University Constituent Colleges, PG Extn. Centre, Villupuram
3. Controller of Examinations i/c & Finance officer i/c of Thiruvalluvar University
4. Dean (CDC) of Thiruvalluvar University
5. Directors i/c of Thiruvalluvar University
6. University Librarian
7. All officers / Sections staff of Thiruvalluvar University
8. PA to Vice Chancellor /Registrar.