

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

No. HC/MISC/TREAT/2017/02

14<sup>th</sup> June, 2021.

**CIRCULAR**

In pursuant to the letter F.No.13-6/2019 (CU), Dated 11<sup>th</sup> June, 2021 received from Joint Secretary, UGC, New Delhi, the Rajiv Gandhi University is collecting data base on details of Covid-19 vaccination amongst the employees of the university. The data / information will be forwarded to the UGC and Ministry of Education, Govt. of India for further necessary action.

In view of this, all Heads / Directors of Departments / Institutes and Branch Officers are requested to furnish the status of the vaccination in respect of all the employees working under them in the following format:

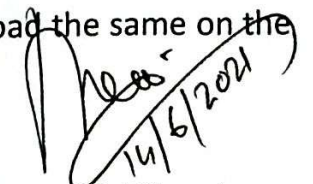
Sl. No.	Name of employee	Designation	Vaccination status		
			1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	Remarks

The data / information (as of date) must be furnished on or before 16<sup>th</sup> June, 2021 positively.

Sd/-  
Registrar

Copy to:

1. PS to Vice-Chancellor for information.
2. PA to Pro Vice Chancellor for information.
3. All Deans of Faculties / Dean, Academic Affairs / DSW for information.
4. PS to Registrar/Finance Officer/Controller of Examinations for information.
5. Director, IQAC for information.
6. All Heads/ Directors of Departments / Institutes for information and necessary action.
7. All Branch Heads for information and necessary action.
8. SMO, Health Centre, RGU for information with a request to furnish information / data at his disposal.
9. Joint Director (CC) for information with a request to upload the same on the university website site.
10. Office copy.

  
(Dr. N.T. Rikam)  
Registrar