

झारखण्ड केन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(A Central University established by an Act of Parliament of India in 2009)

No.:CUJ/GA/02/2010/ 608

Date: 25.10.2019

**OFFICE ORDER**

Mr. Ujjwal Kumar Chakravorty, Asst. Registrar is hereby reallocated to General Administration to look after the work related to Administration as Asst. Registrar (Admin.). He will report to Dy. Registrar (Admin.) in this regard. His job responsibilities, apart from others, will include as follows:

1. All Establishment / Personnel Management matters relating to non-teaching employees including Leave Register maintenance, Attendance Register of non-teaching employees and preparing Absentee statement thereof.
2. Promotion of non-teaching employees, maintaining Service Book, etc.
3. Manpower training of non-teaching employees.
4. General Administration matters including outsourcing for security and housekeeping, etc.
5. Ph.D. confidentials.


This Office Order supersedes all previous Office Order/s, if any, and comes into force with immediate effect till further orders.

This issues with the approval of the Vice Chancellor.

Sd/-  
REGISTRAR

Copy for information and necessary action (if any) to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Academics & I/c R&D
5. DR / I/c EE / I/c Health Centre /ARs / PRO
6. Mr. Ujjwal Kumar Chakravorty, Asst. Registrar
- ✓ Technical Cell I/c for Univ. Website
8. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
9. Notice Board, Concerned File & Guard File

  
REGISTRAR  
25/10/19