



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

CUJ/GA/26/2016/335

Date: 31.07.2020

NOTICE

Pursuant to the Order No. 40-3/2020-DM-1(A) dt. 29.07.2020 of the Ministry of Home Affairs, Govt. of India, it is notified for information and necessary action by all concerned as follows:

1. All non-teaching employees are directed to report for duty w.e.f. August 03, 2020 as per the Duty Roster attached herewith as Annexure-I and Annexure-II for the period from August 03 to 31, 2020 or till further order, whichever is earlier.
2. However, all Heads / Coordinators and Sectional Head/In-charge are hereby informed that irrespective of the above duty roster, they are authorized to call for work or advice work from home to their staff as per the requirement in the concerned Department / Section during the above period.
3. They are advised to carry University I-Card and follow all protective measures viz. social distancing / sanitisation / wearing face mask, etc. and other guidelines issued by Central / State Government from time to time.
4. All concerned employees are advised to have health screening at Health Centre of the University as protective measure against COVID-19. They are also advised to install 'Aarogya Setu' App and regularly update their health status.
5. If any employee is residing in Containment Zone, as demarcated by District authorities, they may accordingly inform with documentary support and continue to Work from Home.
6. If any employee develops any symptom like cough, fever, throat pain etc. immediately report to Health Centre / Admin. Office for further direction.

This issues with approval of the Hon'ble Vice Chancellor.

Sd/-
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Acad., DSW, I/c R&D & Chief Proctor
5. All DRs / I/c EE / Health Centre I/c / ARs / PRO
6. PS to Vice Chancellor / Registrar / Finance Officer
7. Technical Cell : For University Website
8. All Non-Teaching Employees to refer Website/Notice Board
9. Asst. Registrar-I for concerned file
10. Hindi Cell for Hindi version
11. Notice Boards & Guard File


REGISTRAR

Annexure - I

DUTY ROSTER FROM 03 - 31 August 2020

Name	Designation	Section/Cell	Roster			
Abdul Halim	Dy. Registrar	Admin. & Rectt.	Alternate days of week			
Lt Cdr Ujjawal Kumar (Retd.)	Dy. Registrar	Gen. Admin.	Alternate days of week			
K.D. Tiwari	Asst. Registrar	ST / SC Cell	03-07/08		17-21/08	
Ujjwal Kr. Chakraborty	Asst. Registrar	VC Secretariat	03-07/08		17-21/08	
Dr. Shivendra Prasad	Asst. Registrar	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Nafis Ahmed Khan	Asst. Registrar	Finance	03-07/08	10-14/08	17-21/08	24-31/08
Dr. Prachi K Shelke	Medical Officer	Health Centre	Alternate days of week			
P K Das	Consultant (CE)	Engg. Section	Alternate days of week			
Narendra Kumar	PRO	Public Relation	Alternate days of week			
Khushal Singh Chauhan	Information Scientist	Library	03-07/08		17-21/08	
Sudha G	Hindi Officer	Hindi Cell		10-14/08		24-31/08


31/7/2020

DUTY ROSTER FROM 03 - 31 August 2020

Name	Designation	Section/Cell	Roster			
			03-07/08	10-14/08	17-21/08	24-31/08
Sudhir Kumar Rai	Private Secretary	VC Secretariat	03-07/08		17-21/08	
Vijay Kr Vishwakarma	Personal Assistant	VC Secretariat		10-14/08		24-31/08
Shyam Prasad	Cook	VC Secretariat		10-14/08		24-31/08
Niranjan Kumar Roy	Private Secretary	Registrar Sectt.		10-14/08		24-31/08
Shoaib Ansari	Personal Assistant	Registrar Sectt.	03-07/08		17-21/08	
Bhuneshwar Mahto	LDC	Registrar Sectt.	03-07/08		17-21/08	
Himanshu Shekhar	Lab Attendant	Registrar Sectt.		10-14/08		24-31/08
Ajit Kispotta	Section Officer	Administration	03-07/08		17-21/08	
Prashant	UDC	Administration	03-07/08	10-14/08	17-21/08	24-31/08
Pushpa Kumari	LDC	Administration	03-07/08		17-21/08	
Ravitaab Kumar	UDC	Administration		10-14/08		24-31/08
Gautam Kumar	LDC	Administration		10-14/08		24-31/08
Niraj Kumar Kamal	MTS	Administration	03-07/08	10-14/08	17-21/08	24-31/08
Sandeep Kumar	Section Officer	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Dr. Jayesh Kumar	Tech. Assistant.	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Kajal Kumari	Lab Assistant	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Arif Jamal Khan	UDC	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Jamshed Ansari	Assistant	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Rabindra Kumar	UDC	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Rohit Ranjan	LDC	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Ashish Ranjan	MTS	Examination	03-07/08	10-14/08	17-21/08	24-31/08
Vidyanand Kumar	Assistant	Admin.		10-14/08		24-31/08
Shikari Munda	Assistant	Recruitment	03-07/08		17-21/08	
Zeaur Rahman Ansari	LDC	Recruitment		10-14/08		24-31/08
Amit Ranjan	Private Secretary	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Sumit Raj	Section Officer	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Vinay Kumar	UDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Kailash Chandra Sahoo	UDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Nitin Kumar	LDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Deepak Kumar	LDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Pritam Kr. Kashyap	LDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Nasim Ansari	LDC	Fin. & Accounts	03-07/08	10-14/08	17-21/08	24-31/08
Shekhar Kumar Lal	Sr. Tech. Asstt	Technical Cell	03-07/08	10-14/08	17-21/08	24-31/08
Niraj Kumar	Sr. Technical Asstt.	Technical Cell	03-07/08	10-14/08	17-21/08	24-31/08
Rituraj Anand Pandey	Sr. Technical Asstt.	Technical Cell	03-07/08	10-14/08	17-21/08	24-31/08
Santosh Kr. Ravi	Lab Assistant	Technical Cell	03-07/08	10-14/08	17-21/08	24-31/08
Deepak Kumar Patel	Lab Attendant	Technical Cell	03-07/08	10-14/08	17-21/08	24-31/08
Santosh Kumar Singh	UDC	Estate Section	03-07/08	10-14/08	17-21/08	24-31/08
Mukesh Kumar	Asst. Engineer	Engg. Section	03-07/08	10-14/08	17-21/08	24-31/08
Neha	Jr. Engineer (Electrical)	Engg. Section	03-07/08	10-14/08	17-21/08	24-31/08
Manoj Kumar Mahato	Jr. Engineer (Civil)	Engg. Section	03-07/08	10-14/08	17-21/08	24-31/08
Mukesh Kr. Vishwakarma	Lab Attendant	Engg. Section	03-07/08	10-14/08	17-21/08	24-31/08
Mahendra Rajwar	Section Officer	Stores & Purch.	03-07/08	10-14/08	17-21/08	24-31/08
Preet	LDC	Stores & Purch.	03-07/08	10-14/08	17-21/08	24-31/08
Ashok Kr. Lahery	LDC	Stores & Purch.	03-07/08	10-14/08	17-21/08	24-31/08
Tarasankar Tiwary	MTS	Stores & Purch.	03-07/08	10-14/08	17-21/08	24-31/08
Sudhira Minz	Staff Nurse	Health Centre	03-07/08	10-14/08	17-21/08	24-31/08

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Nutan Bharti	Pharmacist	Health Centre	03-07/08	10-14/08	17-21/08	24-31/08
Yadavendra Kr. Yadav	Dresser	Health Centre	03-07/08	10-14/08	17-21/08	24-31/08
Ajay Kumar	Hindi Typist	Hindi Cell	03-07/08		17-21/08	
Ravikant Kumar	Statistical Assistant	ST / SC Cell		10-14/08		24-31/08
Sanjay Oraon	LDC	ST/SC Cell	03-07/08		17-21/08	
Parshuram Choudhary	Driver	Transport Section	03-07/08	10-14/08	17-21/08	24-31/08
Anil Bhagat	Driver	Transport Section	03-07/08	10-14/08	17-21/08	24-31/08
Tarun Kumar	Security Officer	Security Section	03-07/08	10-14/08	17-21/08	24-31/08
Pravakar Behera	Cook	Guest House	03-07/08		17-21/08	
Ravi Raj	Cook	Guest House		10-14/08		24-31/08
Rajeshwar mahto	Kitchen Attendant	Guest House		10-14/08		24-31/08
Gautam Swaraj	Prof. Assistant	Library	03-07/08		17-21/08	
Nilanjan Mishra	Jr. Prof. Assistant	Library		10-14/08		24-31/08
Krishna Kumar Mishra	Library Assistant	Library	03-07/08		17-21/08	
Rajnish Ranjan	Library Attendant	Library		10-14/08		24-31/08
Sindhu Singh	Library Attendant	Library	03-07/08		17-21/08	
Gaurav	Lab Assistant	DSW		10-14/08		24-31/08
Kumari Suman Ranjani	Hostel Attendant	DSW	03-07/08		17-21/08	
Abhyuday Anurag	LDC	DSW		10-14/08		24-31/08
Amit Kumar	MTS	Chief Proctor	03-07/08		17-21/08	
Manjeet Kumar	LDC	R&D Cell	03-07/08		17-21/08	
Deepak Kr. Thakur	Lab Assistant	R&D & Plac. Cell		10-14/08		24-31/08
Anil Kumar	Section Officer	Prof. I/c Acad.		10-14/08		24-31/08
Ujjwal Kumar	LDC	Prof. I/c Acad.	03-07/08		17-21/08	
LAB STAFF						
Suraj Prasad	LDC	DBA & DCFS	03-07/08	10-14/08	17-21/08	24-31/08
HK Ajaenga Pamei	Sr. Tech. Asst.	DMC	03-07/08		17-21/08	
Ram Niwas	Technical Assistant	DMC		10-14/08		24-31/08
Suchismita Mahapatra	Tech. Assistant	DES	03-07/08	10-14/08	17-21/08	24-31/08
Vikas Anand	LDC	DoM	03-07/08	10-14/08	17-21/08	24-31/08
Ajay Kumar	Lab. Assistant	DoP	03-07/08		17-21/08	
Nirmala Paul	Lab. Assistant	DoP		10-14/08		24-31/08
Dr. Kiriti Bhushan Mahto	Lab. Assistant	DoC		10-14/08		24-31/08
Abhinav Kumar	Lab. Assistant	DoC	03-07/08		17-21/08	
Rajesh Kumar	Lab Attendant	DoC		10-14/08		24-31/08
Alok Kumar Sinha	Tech. Assistant	DLS	03-07/08		17-21/08	
Vidyadhar Seth	Lab. Attendant	DLS		10-14/08		24-31/08
Nisha Roy	Lab Attendant	DLS	03-07/08		17-21/08	
Saurabh Kumar	Lab Attendant	DCST	03-07/08	10-14/08	17-21/08	24-31/08
Niraj Kumar	Lab. Attendant	DNT		10-14/08		24-31/08
Amit Kumar Kar,	Sr. Tech. Assistant	DNT	03-07/08		17-21/08	
Jai Prakash Shukla	Lab Attendant	DNT		10-14/08		24-31/08
Rajiv Kumar	Tech. Assistant	DEE	03-07/08	10-14/08	17-21/08	24-31/08
Narendra Kumar Rai	Lab. Assistant	DWEM		10-14/08		24-31/08
Rana Ranvir Kumar	Lab. Assistant	DWEM	03-07/08		17-21/08	
Vikash Kumar	Lab Attendant	DLRM	03-07/08	10-14/08	17-21/08	24-31/08
Lav Kumar Mandal	Lab Assistant	DEVS		10-14/08		24-31/08
Chinmay Kr. Tiwary,	Lab Assistant	DEVS	03-07/08		17-21/08	
Anthony Tirkey	Lab Assistant	DEDU	03-07/08		17-21/08	
Ashwini Kumar	MTS	DEDU		10-14/08		24-31/08
Nishant Chandara	Sr. Tech. Asstt.	DTST	03-07/08	10-14/08	17-21/08	24-31/08

Chandara
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