



झारखण्डकेन्द्रीय विश्वविद्यालय
Central University of Jharkhand
(A Central University established under Central Universities Act, 2009)

No.:CUJ/WFH/2022/090122-1

Date: 09.01.2022

OFFICE ORDER

Due to recent surge in COVID-19 outbreak, in order to restrict the spread of pandemic and to discharge the official activities, smoothly, it is notified for information and necessary action by all concerned as follows:

1. All employees related to essential services - Health Centre, Security, Estate, Housekeeping, Guest House & Engineering Section will attend the office on all working days.
2. All non-teaching employees at the level of Assistant Registrar and above will also attend the office on all working days.
3. Except in a Department / Section which has less than 03 non-teaching employees, in all other Departments / Sections, Roster of 50% attendance is to be maintained by the concerned Head/Coordinator of Departments and Sectional Heads/ Incharge. They may also mandate attendance of more than 50%, if required, in the interest of students / University, under intimation to the office of Vice Chancellor and Registrar.
4. Those employees, who are not attending the office, shall 'Work from Home'. They should remain present in HQ & always be available on phone/emails and will attend the office as and when necessary as per the requirement of concerned Head/Coordinator of Departments and Sectional Heads / Incharge.
5. Head/Coordinator of Departments and Sectional Heads / Incharge will ensure that the SOP / national directives for the COVID-19 management, which include instructions issued for regular sanitization, maintenance of social distancing norms, wearing of masks etc. are strictly complied with.

This Office Order comes into force with immediate effect and shall remain in force till 21.01.2022 or till further order, whichever is earlier.

This issues with the 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. Director-IQAC / Dean-Acad. Affairs / Dean-R&D Cell / DSW
4. All Heads/Coordinators of Departments
5. All DRs / EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for Univ. Website
7. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
8. All Sectional Head / Incharge
9. All Non-Teaching Employees to refer Notice Board / University Website
10. Notice Board, Concerned File & Guard File


REGISTRAR 09/01/2022