



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

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

Ref. CUJ/Reg./2020/180420-1

Date: 18.04.2020

OFFICE ORDER

This is reference to the Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-1(A) dt. 15.04.2020 stating that the lockdown measures for containment of COVID-19 epidemic in the country will continue to remain in force upto May 03, 2020.

Considering the pendency and other exigency of work viz. recruitment process, semester exams, admission through CUCET-2020, compliance of MHRD/UGC directives / guidelines, RTI applications, maintenance of essential services, etc., it is notified for information and necessary action by all concerned as follows:

1. The University will remain closed till May 03, 2020.
2. The faculty will maintain the academic schedule through online teaching.
3. The University will function with 100% attendance of Deputy Registrar and above levels and remaining officers and staff will attend upto 33% of strength as per requirement. Duty Roster in this regard is enclosed herewith.
4. All concerned employees shall ensure all protective measures viz. social distancing / sanitisation / wearing face mask, etc. and also follow the advice/ instructions issued by the Govt. / UGC from time to time.
5. All concerned employees will carry University I-Card with them.
6. Transportation facility will be arranged by the University for attending office during the period of lockdown, if required.
7. Those who are working from home should always be available on phone/emails for contact at any point of time and will attend the office whenever they are called in the University.
8. The office timing will be from 10.00 am to 04.00 pm during lockdown period.
9. This Office Order shall come into force with effect from April 20, 2020 till further order in this regard.

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 Academics, Dean-Students Welfare & I/c R&D
5. DRs / I/c EE / Health Centre I/c / ARs / PRO
6. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
7. Transport I/c: For arranging transportation facility.
8. Technical Cell I/c for University Website
9. All Faculty & Non-Teaching Employees to refer Notice Board/Website
10. Notice Boards, Concerned File & Guard File


REGISTRAR
18/4/2020

ROSTER DUTY FROM 20.04.2020 TO 01.05.2020

Name	Designation	Section/Cell	Roster	
Ujjwal Kumar Chakravorty	Asst. Registrar	VC Sectt.	20/4-24/4	
Sudhir Kumar Ray	Private Secretary	VC Sectt.		27/4-01/5
Vijay Kumar Vishwakarma	Personal Assistant	VC Sectt.		27/4-01/5
Niranjan Kumar Roy	Private Secretary	Reg. Sectt.	20/4-24/4	
Bhuneshwar Mahto	LDC	Reg. Sectt.	20/4-24/4	
Shoaib Ansari	Personal Assistant	Reg. Sectt.		27/4-01/5
Vidyanand Kumar	Assistant	Admin.	20/4-24/4	
Dr. Shivendra Prasad	Asst. Registrar	Admin.		27/4-01/5
Ravitabh Kumar	UDC	Admin.	20/4-24/4	
Himanshu Shekhar	Lab Attendant	Admin.	20/4-24/4	
Ajit Kispotta	Section Officer	Admin.		27/4-01/5
Shyam Prasad	Cook	Admin.		27/4-01/5
Sandeep Kumar	Section Officer	Exam.	20/4-24/4	
Dr. Jayesh Kumar	Tech. Assistant.	Exam.	20/4-24/4	
Rabindra Kumar	UDC	Exam.	20/4-24/4	
Amit Kumar	MTS	Exam.	20/4-24/4	
Prashant	UDC	Exam.		27/4-01/5
Rohit Ranjan	LDC	Exam.		27/4-01/5
Rituraj Anand Pandey	Sr. Technical Asstt.	Exam.		27/4-01/5
Arif Jamal Khan	UDC	Exam.		27/4-01/5
Shikari Munda	Assistant	Rectt.	20/4-24/4	
Zeaur Rahman Ansari	LDC	Rectt.	20/4-24/4	
Shekhar Kumar Lal	Sr. Tech. Asstt	Rectt.		27/4-01/5
Ravikant Kumar	Statistical Asst.	Rectt.		27/4-01/5
Amit Ranjan	Private Secretary	Finance	20/4-24/4	
Sumit Raj	Section Officer	Finance	20/4-24/4	
Vinay Kumar	UDC	Finance	20/4-24/4	
Kailash Chandra Sahoo	UDC	Finance	20/4-24/4	
Nasim Ansari	LDC	Finance	20/4-24/4	
Nafis Ahmed Khan	Section Officer	Finance		27/4-01/5
Nitin Kumar	LDC	Finance		27/4-01/5
Deepak Kumar	LDC	Finance		27/4-01/5
Pritam Kr. Kashyap	LDC	Finance		27/4-01/5
Niraj Kumar	Sr. Technical Asstt.	Tech.Cell	20/4-24/4	
Santosh Kr. Ravi	Lab Assistant	Tech.Cell		27/4-01/5
Saurabh Kumar	Lab Attendant	Tech.Cell		27/4-01/5
Santosh Kumar Singh	UDC	Estate	20/4-24/4	
Jamshed Ansari	Assistant	Estate		27/4-01/5
P K Das	Consultant (E E)	Engg.	20/4-24/4	
Mukesh Kumar	Asst. Engineer	Engg.	27/4-01/5	
Mukesh Kr. Vishwakarma	Lab Attendant	Engg.	20/4-24/4	
Mahendra Rajwar	Section Officer	Purchase	20/4-24/4	
Ashok Kr. Lahery	LDC	Purchase	20/4-24/4	
Preet	LDC	Purchase		27/4-01/5
Tarasankar Tiwary	MTS	Purchase		27/4-01/5
Dr. Prachi K Shelke	Medical Officer	Health Centre	20/4-24/4	
Dr. Ranjan Kumar	Consultant (MO)	Health Centre		27/4-01/5
Sudhira Minz	Staff Nurse	Health Centre		27/4-01/5
Nutan Bharti	Pharmacist	Health Centre	20/4-24/4	
K.D. Tiwari	Assistant Registrar	ST/SC Cell		27/4-01/5
Sanjay Oraon	LDC	ST/SC Cell		27/4-01/5
Narendra Kumar	PRO	PRO	20/4-24/4	
Parshuram Choudhary	Driver	Transport	Attached with Registrar	
Anil Bhagat	Driver	Transport	Attached with Ambulance	
Gaurav	Lab Assistant	DSW	20/4-24/4	
Vikas Anand	LDC	DSW		27/4-01/5
Gautam Kumar	LDC	Chief Proctor	20/4-24/4	
Anil Kumar	Section Officer	Prof. I/c Acad.	20/4-24/4	
Ujjwal Kumar	LDC	Prof. I/c Acad.		27/4-01/5