

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

Office of the Registrar (Gen. Administration)

OFFICE ORDER

No. C. U. J. /Gen. Adm./21/2012/251

Dated ~~22~~²³ August, 2012

In order to discourage disturbance of work as well as creation of unnecessary pressure on different sections, no one except persons attached to and sitting in a section, would be authorized to enter the office premises other than that to which he/she is posted.

Further, no records are moved out of section unless entered in respective register of dispatch.

This issues with the approval of the Vice Chancellor.

Hank
DY. REGISTRAR (ADM.)

Copy for Information and necessary action to

1. PS to the Vice Chancellor
2. PS to the Registrar
3. PS to the Finance Officer
4. All the Deans
5. Librarian
6. OSD (Project)/ OSD (Planning)
7. All the Heads/Coordinators of the Centre
8. Dy. Registrar (Examination, Academic, Purchases, Hospitality & Transport)
9. Dy. Registrar (Administration)/ AR (Adm.)
10. IAO
11. Executive Engineer
12. Medical Officer
13. System Analyst – for uploading on University website.
14. Purchase & Store Cell
15. Hindi Cell
16. Recruitment Cell
17. Account Section
18. Guard File