



# झारखण्ड केन्द्रीय विश्वविद्यालय

## Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

No.:CUJ/R/WfH/2021/060521-1

Date: 06.05.2021

### OFFICE ORDER

In continuation of Office Order No. CUJ/WfH/2021/290421-1 dated 21.04.2021 and Office Order No. CUJ/WfH/2021/290421-1 dated 29.04.2021, the employees of the University shall continue to attend office as per the directions contained in Office order dated 29.04.2021 in light of directives issued by the Chief Secretary, Govt. of Jharkhand vide Memo No.82/CS/Res dated 28.04.2021 and Memo No. 184/CS/Res dated 05.05.2021.

Now therefore, this is for information, necessary action and compliance by all concerned further, as follows:

1. Those employees, who are not attending the office, as per the roster prepared by the respective Head/Coordinator of Departments and Sectional Heads / Incharge, shall 'Work from Home'. All such employees should be available on mobile and through other electronic means of communication at all times. They are also required to remain present in station to attend the office as and when called for duty as per the requirement. If any employee's residence falls under containment area, they should intimate it with supporting document.
2. During this period, attendance record of all employees will be certified by concerned Head / Coordinator of Departments and Sectional Heads / Incharge for all administrative purposes. If any employee does not attend the office or remains out of station without taking prior permission, their case will be dealt with appropriately as per rules.

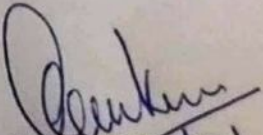
This Office Order will come into force w.e.f. 06.05.2021 till 12.05.2021.

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

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 & Research
5. All DRs / I/c EE / I/c Health Centre /ARs / PRO
6. Technical Cell I/c for University Website
7. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
8. All Departments / Sections / Cells
9. All Employees to refer Notice Board / University Website
10. Notice Board, Concerned File & Guard File

  
REGISTRAR  
6/5/21