

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

No.: CUJ/424

Date: 30.1.2017

OFFICE ORDER

All non-teaching employees of the University (excluding Centres' Lab. Staff), except Officers of the University as mentioned in Clause 9 of the CU Act, 2009, are hereby required to sign the Attendance Register kept in the office of the Registrar to record their presence for various administrative purposes. However, all kinds of leave records of all non-teaching employees (including Centres' Lab. Staff) will be maintained in Administration and hence their leave applications from the month of January 2017 onwards should be submitted to the Asst. Registrar-Admn.


This supersedes all previous notifications/office orders in this regard.

This issues with approval of the competent authority.


REGISTRAR (I/c)

Copy forwarded for information and necessary action to:

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to Finance Officer
4. Controller of Examinations
5. All Deans / Librarian
6. All Heads / Coordinators
7. DRs/IAO/EE/MO
8. Asstt. Registrars
9. All Sections
10. All employees concerned, as above
11. System Analyst – for website
12. Secretary-Executive Council for EC ratification.
13. Notice Board
14. Concerned File
15. Guard File


REGISTRAR (I/c)