

Ref. No. CUJ/GA/02/2010/1520

Date: 11 September, 2023

**कार्यालय आदेश/ Office Order**

1. It is hereby directed that all the officers and Employees of the Health Center, including Medical Officer and MO (Consultant), shall report to Lt Cdr Ujjawal Kumar (Retd.), DR-II. All the files, applications, cases & administrative works related to Health Center and the personnel management of all the officers & employees shall be recommended by Medical Officer and routed through Deputy Registrar-II to the Competent Authority with immediate effect.
2. Working days, time table, engagement of employees and details of emergency duties shall remain same, except, Mrs. Nutan Bharati, Pharmacist shall assist Dr. Prachi K Shelke, MO at Cheri-Manati Campus, as per CUJ Notice no. CUJ/GA/2/2010/1368 dated 20<sup>th</sup> June, 2023.
3. Shri Abdul Halim, DR-I shall hand over all the relevant files of Health Center including Personal files of all the employees to Lt Cdr Ujjawal Kumar (Retd.), DR-II.
4. This supersedes all previous orders in this regards, if any.
5. This is issued with the approval of Hon'ble Vice chancellor.

*yalas*  
11/09/2023

**कुलसचिव  
REGISTRAR**

**Distribution:-**

1. Shri Abdul Halim, DR-I
2. Lt Cdr Ujjawal Kumar (Retd.), DR-II
3. MO, MO (Consultant) and all the Employees of the Health Center

**Copy for information and necessary action to:-**

1. All Deans of Schools
2. The Controller of Examination
3. The Librarian
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5. All Heads / Coordinators of Departments
6. DSW/ Chairman, Proctorial Board
7. Technical Cell I/c for uploading on University Website
8. Rajbhasha Cell – For Hindi Version
9. PS to Vice Chancellor / PS to Registrar / PS to Finance Officer
10. Notice Board, Concerned File & Guard File