

Ref. No. CUJ/GA/C/OO/N/2016/26/Part File/1570

Date: 03rd October, 2023

कार्यालय आदेश/ Office Order

1. With reference to office orders ref. no. CUJ/GA/02/2010/1520 dated 11.09.2023 & no. CUJ/GA/2/2010/1368 dated 20.06.2023, it is notified for information and necessary action by all concerned that working hours of Smt. Nutan Bharti, Pharmacist at the Health Centre, Cheri Manatu Campus will be as follows **with immediacte effect**, till further orders: -

- (a) **Monday to Friday** : 10 AM to 05 PM
(b) **Saturday** : 11 AM to 04 PM

2. Smt. Nutan Bharti shall transfer relevant official documents and other items from Brambe Campus to Manatu Campus, which is essentially required to discharge her duties seamlessly. As per her request, she is allowed to transfer the medicine stores from Brambe to Cheri-Manatu Campus under her supervision and will be solely responsible for it's safe custody.

3. She shall monitor & maintain Stock Register and Inventory of Medicine stores online/offline. She shall update the medicine inventory in the existing medical software at regular intervals and raise medical indent accordingly. She shall be solely responsible for distribution and maintenance of adequate medicine stores at both the campuses.

All other terms & conditions of above referred office orders shall remain same.

4. This is issued with the approval of Competent Authority.

Yadav
02/10/2023
REGISTRAR

Distribution:-

1. Smt. Nutan Bharti, Pharmacist
2. MO, MO (Consultant) and all the Employees of Health Centre

Copy for information and necessary action to:-

1. All Deans of Schools
2. The Librarian
3. The Controller of Examination
4. Dean, Academic Affairs/ Dean, R&D / Director, IQAC
5. All Heads/ Coordinators of Departments
6. CVO/ DSW/ Chairman, Proctorial Board
7. Security Officer
8. Rajbhasha Cell – For Hindi Version
9. PS to Vice Chancellor / PS to Registrar / PS to Finance Officer
10. Notice Board
11. Concerned File
12. Guard File