

Ref. No. CUJ/GA/26/2010/Part File/134


Date: 27 December, 2023

OFFICE ORDER

It is notified for information and necessary action by all employees (Teaching & Non-Teaching) of the University that the working hours of the University will be from **09:00 AM to 05:30 PM** with a **lunch break of 30 minutes** from **01.00 PM to 01.30 PM**. All the academic and administrative activities shall be modified accordingly.

This comes into force with effect from **01.01.2024** and supersedes all previous orders in this regard.

This issues with the approval of the Vice Chancellor


22/12/2023
कुलसचिव

REGISTRAR

Copy for information and necessary action to:-

1. All Deans of Schools
2. The Finance Officer/ The Controller of Examination/ The Librarian
3. Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
4. All Heads / Coordinators of Departments
5. CVO/DSW/ Chairman, Proctorial Board/ Chairman (Admission Cell)
6. Transport I/c / Purchase I/c / EE I/c/ I/c Health Center
7. Co-ordinator, NCC/ Co-ordinator, NSS/ Sport I/c
8. All DRs / PRO / RTI Cell/ I/c Hindi Officer/ ARs / Section Officers/ Security Officer
9. All Sections/ Cells of the University
10. All Teaching and Non-Teaching Employees (Refer to Website/ Notice Board)
11. Technical Cell I/c for uploading on University Website
12. Rajbhasha Cell – For Hindi Version
13. PS to Vice Chancellor / PS to Registrar / PS to Finance Officer
14. Notice Board, Concerned File & Guard File