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# **CENTRAL UNIVERSITY OF RAJASTHAN**

## **INFORMATION HANDBOOK**

**(As per the provisions under Section 4(1)(b) of  
Right to Information Act, 2005)**

### **PART-I**

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# **INFORMATION HANDBOOK**

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Right to Information Act, 2005)

## **अध्याय 1 -प्रस्तावना**

### **Chapter-1 Introduction**

The Right to Information Act (RTI Act), 2005 intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Central University of Rajasthan and related information.

This Information Handbook is divided into Part-A (17 manuals) and Part-B as per requirement of Section (4) of the RTI Act, 2005.

In case if any additional information required on topics covered in the Handbook as well as other information which may be disclosed as per the provision of the RTI Act, 2005, the concerned may visit the University website [www.curaj.ac.in](http://www.curaj.ac.in) or contact at the following address:

Central Public Information Officer  
Central University of Rajasthan  
National Highway-8, Bandarsindri-305817  
Tehsil Kishangarh, District-Ajmer (Raj.)  
Telephone: 01463-238547  
E-mail: [jradmin@curaj.ac.in](mailto:jradmin@curaj.ac.in)

To get the information which is not available in the Information Handbook and on the University website, the concerned may submit RTI application as per the provision of RTI Act, 2005.

## अध्याय 2 - (मैनअल - 1)

### Chapter-2 (Manual - 1)

#### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

##### **2.1 OBJECTIVE OF THE UNIVERSITY:**

- Building character values and simultaneously forging the careers of the students by developing analytical thinking, individual initiative and responsibility.
- Providing flexible, innovative academic and research programmes and support structures that are responsive to a broad range of learners and regional needs.
- Facilitating a wide range of learning opportunities for learners engaged in graduate, postgraduate and research programmes.
- Encouraging considerate and accountable faculty-student participatory interaction on local, state, national and international affairs.
- Recognizing a special obligation to educate the students coming from minorities and lower socio-economic strata of society.
- Undertaking research and consultancy on the challenges the region is facing and contributing its expertise for the community.
- Providing means for capacity building for leadership and service through academic programmes, campus activities and creating opportunities for community involvement.

##### **2.2 VISION / MISSION / GOALS AND QUALITY STATEMENT:**

###### **Vision**

The Central University of Rajasthan aspires to be one of India's most dynamic and vibrant universities, responsive to the changing global trends, providing unparalleled educational opportunities for the learner community especially for those coming from the lower socio-economic strata of society seeking quality education. It proposes to offer innovative undergraduate and graduate academic programmes as well as continuing personal and professional enrichment in selected areas that will lead to the formation of a scholarly community by advancing, sharing and applying knowledge and by facilitating the development of thoughtful, creative, sensitive and responsible citizens.

###### **Mission**

The mission of the Central University of Rajasthan is to contribute to and work with a sense of commitment towards the educational, cultural, economic, environmental, health and social advancement of the region and the nation at large by providing excellent undergraduate liberal education and quality programs leading to bachelors, masters, professional and doctorate degrees.

###### **Goals**

- To facilitate accessible and affordable quality education that equips the students with scholarly and professional skills, moral principles, and global perspectives.
- To strengthen both faculty and student research addressing basic and regional problems.

- To integrate national and international perspectives into our fundamental four-fold mission of teaching, research, extension and consultancy.
- To explore knowledge and wisdom in order to build a wealth of interdisciplinary academic resources indispensable for sustainable development to accomplish the status of a leading research-intensive university; and to engage in transferring knowledge and technology to the community in order to strengthen and elevate the community potential, and to increase the competitiveness of India at the global level.
- To employ the strategy of proactive management of the university administration and to operate the system within a sensible framework of high-quality governance based on efficiency, transparency and accountability.
- To formulate the University as one of the best places in the world to attain intellectual skills and acquire an affirmative mindset to thrive in an increasingly internationalized and competitive job market simultaneously acting as responsible citizens of the global community by the inculcation of value-oriented education.

### Quality Statement

In order to meet the challenges of the knowledge era and to keep pace with the knowledge explosion in Higher Education, the Central University of Rajasthan is committed to inculcating and sustaining quality in all the dimensions of Higher Education viz. teaching, learning, research, extension and governance while catering to the regional and global needs.

### 2.3 BRIEF HISTORY OF THE UNIVERSITY:

The Central University of Rajasthan ('A++' Graded Central University, assessed by NAAC) has been established by an Act of Parliament, 'The Central Universities Act, 2009' (Gazette of India No. 25 of 2009) in March, 2009. The University is fully funded by the Ministry of Education, Government of India through University Grants Commission (UGC), New Delhi. The Central Universities Act, 2009 is enacted by the Parliament to establish and incorporate universities for teaching and research in the various States and to provide for matters connected therewith or incidental thereto.

The Jurisdiction of this University shall extend to the whole of the State of Rajasthan.





Starting off in 2009 and by now with a decade-long existence, the Central University of Rajasthan is a front-line institute of higher education in Rajasthan. In its aesthetic and salubrious surroundings, the University affords an optimal scenario for education and research.

### **Academic Growth**

By now, the university has come to offer a wide array of PhD, PG and UG programs across 29 departments. All the programs on offer are specially designed to give high employability as well as value-based education for sustainable development and equity. Disciplines like Big Data Analytics, Yoga Science, Atmospheric Science, and Digital Society are perfectly in tune with the emerging global trends. Simultaneously, our concern for relatively less-trumpeted programs like B.Voc, Interior Design, and the ones under DDU Kaushal Vikas Kendra is also evenly channelled. On the whole, all programs are geared up towards a better, inclusive, and equal society.

The School of Sport Science came in existence in May 2018 with the support of Ministry of Youth Affairs and Sports, Government of India and three departments, namely, Sports-bio Sciences, Sports Mechanics, and Sports-Psychology became functional subsequently. In the School of Social Sciences, in the same year, two more programs were added under the newly formed Department, Society Technology Interphase. This department started offering two years M.SC Digital Society and One year Post-Graduate Diploma in Cultural Informatics. M.Sc. Digital Society is offered in collaboration with IIT, Bangalore.

### **State of Infrastructure**

The University was allotted 518+ acres of land at village Bandarsindri, Kishangarh, Ajmer for establishment of its permanent campus. The University partially shifted in its permanent Campus on August, 2011 and started full functioning from its permanent Campus from January, 2012 onwards.

The edifice of academics rises on the strength of its infrastructural frame. The University is richly equipped to offer state-of-the-art facilities for accommodation, classroom teaching, laboratory work, library experience, recreation, physical fitness, sports, day-to-day household needs, and telecommunication. There are 08 well-furnished hostels for the students; there are lush green football and cricket fields, volleyball grounds, tennis courts outdoors while there are badminton and Table-tennis courts indoors. Besides, there are other facilities like Mega Mess (with the capacity of about 500 diners at a time), Laundry (with 06 operators), on-campus Bank, Post office, Day-Care Centre, Incubation Centre and so on. Hostels provide salubrious environs and facilities like Vending Machine and Incinerators, reading rooms and common lounges.

Besides, the University is well equipped with the latest technology whether in laboratories or the library (Inflibnet and other e-resources) or the class-rooms (with projectors and video-conferencing facility). The ICT cell of the University has made available Internet facility under NMEICT. Optical fibre connectivity is also in place. Now WiFi using OPEX through RailTel is being made available. There are already about 1200 LAN points in place. The students have all facilities for indoor and outdoor sports apart from separate gymnasium for boys and girls. The crowning glory of our infrastructure is the University Guest House. The University has well designed

residence for the staff apart from formidable buildings for academic departments and administrative apparatus. For education of staff children and for those from neighbouring communities, Kendriya Vidyalaya and pre-school are also available on campus.

### **Learner-friendly Module**

The entire framework within which the University functions is learner-friendly. Right from admission to the award of degree, the student is given a transparent, hassle-free experience. The student in-take through an All-India Test (CUET) is in perfectly in line with the idea of 'social inclusion' besides bolstering up the national character of a Central University with cultural diversity and due regional representation. With the facility of Choice-based Credit System, Audit Courses, Open Electives and MOOC courses through SWAYAM and NPTEL, the academic structuring is strongly student-friendly. Presence of Foreign students helps make classrooms multi-cultural. The students are facilitated to get financial support through various fellowships from state- and union-government agencies.

### **Extra-Curricular World of the University**

Holistic growth and bringing the inner potential of the student is of key importance in higher education. Therefore, effort is always made in Central University of Rajasthan to bring appropriate mix and balance of the academic, sports, culture, extra-curricular engagements and other activities in coherence. For a proper nurturing and show-casing of innate talent of the students, the University has constituted Cultural Committee, Sports Committee, and also has active NSS unit in addition to various activities around the academic year. Within Cultural Committee there are five clubs, like Literary Club (*Abhivyakti*), Drama Club (*Abhinaya*), Dance Club (*Nrityada*), Music Club (*Sargam*), Art Club (*Kala-Kriti*). Each of these clubs organised their annual events where the students took active part and added colours, vibration and enjoyment in campus life. The Cultural Committee actively celebrated the *Matribhasha Diwas* that represented the cultural and linguistic diversity within the University. Further, cultural evenings were arranged in various other occasions of International/ National conferences and workshops held in university campus.

The Sports Committee organized a number of sports events like football, cricket, volleyball, badminton, basketball tournaments and competition round the year both for the girls and boys. Such activities were most important to support active sporting spirit and healthy physical engagements of the students.

Beyond these annual events, the students are engaged with various sports, music, drama and cultural activities in their hostel and clubs. The clubs and activities became a very effective medium for encouraging interactions among different batch of students across the schools.

Over the year various other activities like Republic Day, Blood Donation Camp, Foundation Day International Yoga Day, Independence Day, Cleanliness Campaign, Plantation, SPIC MACAY etc. were organized in the Campus. These activities effectively added enjoyment, warmth, fun, learning and sense of social responsibility among the students.

## **The Student Achievers**

The students have always made the university proud of their achievements. The University is proud to have scores of achievers amongst its alumni and equally high number amongst those still pursuing their courses at the university. Most importantly the students from different discipline have qualified National level tests conducted by UGC, ICSSR, and CSIR. The Students of CURaj have showed their talents at several sports events at national and regional levels. The Ph.D. scholars have made number of presentations in various national, international conferences. Likewise, several students from different departments have made their space in various fields. This year University Students' were participated in the West Zone and All India Inter University competitions at various places organized by Association of Indian Universities (AIU).

## **Faculty Profile**

Centres of higher learning are best known by the quality of teachers they have. The University is proud to have a very young and energetic lot of faculties, who have had their education and research experiences from highly reputed and top-notch institutions of the country for e.g., IITs, IIMs, AIIMS, JNU, HCU, DU, ICGEB, NCL CDFD, CDRI, NIMHANS and many other Central Universities, and Centres of Excellence. Besides, many of the faculties have research experiences from top foreign institutions of USA (Washington University, University of Chicago, Ohio State University, The Rockefeller University, Scripps Research Institute, Rutgers University, University of South Alabama, Cornell University, University of Rochester, Texas A&M University, California State University, Indiana University, University of Kentucky), Canada (University of Alberta, Environmental Health Science and Research Bureau), Germany (University of Muenster, University of Munich, Max-Planck Research Unit), Australia (University of Queensland), Japan (Okayama University, Kyoto University, University of Tokyo), Italy (University of Bologna), Israel (Tel Aviv University), Singapore (National University of Singapore) and suchlike.

The expertise of highly qualified teachers is thus ensured for the proper mentoring and growth of the learners. During the year under report, the University faculty members presently are working on various research projects worth more than 39 Crores from funding agencies like DST, CSIR, DBT, ICSSR, SAC, SERB, and UGC.

## **Employment Initiative**

Meeting the needs of the job sector and industrial demands for appropriate human resources is always kept at the forefront while designing the syllabi and through various practical field exposures to the students. The motto of the University is not just to educate students but also to make them employable so that they can contribute responsibly in the advancement of the country. The skill of young India is most important for changing the socio-economic paradigm of the country. The University Placement Cell has, over the years, conducted various workshops and placement drive within campus and off-campus. Each of the department developed their placement brochure with the basic details of the students willing to join in the placement drive and subsequently, the brochures were sent to number of prospective companies, agencies.

## **MOUs and Partnerships**

Staying connected is today the surest way of staying updated. Keeping with this spirit, the University has tied up with various institutions of international and national stature for educational and professional purposes. Some of these are: University of Castilla-La Mancha (UCLM), Spain, Gorno-Altai State University (GASU), Russia, Monash University, Melbourne, Australia, California State University, San Bernardino, USA, Central Queensland University of Rockhampton in the State of Queensland (CQ University), Australia, Institute of Tropical Medicine, Antwerp, Belgium, Thuyloi University, Hanoi, Vietnam, UNIVERSIDAD AUTÓNOMA DE NUEVO LEÓN, México. The ones within the country are: GENPACT India, New Delhi, A3 Logics, Jaipur, Bank of India as a Banker of the University, Bank of India Professor Chair, MCX Stock Exchange Limited, Mumbai, Institute of Public Enterprise, Hyderabad, Centre for Budget and Policy Studies, Bangalore, Harideo Joshi University of Journalism and Mass Communication, Institute of Social and Economic Change (ISEC), Bangalore, INFLIBNET Centre, an IUC of University Grants Commission located at Ahmadabad, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi. Besides, Centre for Technology Incubation, Community College and Community Radio are other ventures worth-mentioning. The recent ones are Curaj-Armstrong Collaboration, NIPAM (Nation Institute of Public Administration and Management) Namibia.

## **University-Community Engagement**

The University has developed a Community Development Cell in compliance with policy requirements of the Government of India. It has been functional since April 2015 to keep the University embedded with the surrounding community. The Cell has adopted 05 villages of its vicinity, namely Sirohi, Mundoti, Khera, Bandarsindri and Nohria. To benefit the villagers, the Cell has conducted Drug Awareness Camp, Adolescent Education Camp, Water Management Camps and a host of other activities for the welfare of the community. In the neighbouring villages, the various initiatives taken were: promotion of plantation, greener, constructed soak pits, health sanitation activities, life-skills sessions, and personal hygiene sessions with adolescent girls.

## **Developing Ideas for a Better World**

The university is untiringly committed to the task of generating ideas for a better world. To this end, it regularly holds academic activities. Several conferences, seminars and workshops had been organized. Besides, several research projects are underway. The University has recipients of INSA young scientist award, and similar prestigious accolades. Besides, the University has hosted illustrious academicians under GIAN (Global Initiative of Academic Networks).

In the same vein, the University hosts a Distinguished Lecture Series under which different scholars of high calibre came to enlighten students in various areas of human experience. University also celebrate the International Women's day in its true spirit.

## **University Innovation Cell**

Innovation is the key to finding a solution to long-standing problems of human life. Hence, innovation club has been part of the CURAJ from inception with the objectives of encouraging out-

of-the-box thinking and also technologically empowering villages with innovative solutions. Subsequently, considering MHRD's directive, an Institute Innovation Council (IIC) was established in October 2018. The IIC also has on board several External Experts from various fields related to the development of innovation and innovative practices. It has a representative from a nearby Incubation Centre, an expert on Intellectual Property Rights (IPR) / Patent, alumni of Central University, student representatives and others. The major focus of the IIC is to create a vibrant local innovation ecosystem and to foster the culture of innovation amongst all members. To this end, the IIC worked in unison in organizing various internal activities in CURAJ as well as some of the activities that had been put up by the MoE.

### **Teaching Learning Centre (TLC)**

The Teaching Learning Center was established in the year 2017-18 with a vision to support evidence-based teaching and to provide diverse opportunities for teachers. It is funded by MHRD, Govt. of India under the Scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT). It is envisaged to help teachers to modernize their teaching style, to scaffold concepts and information in a way that students can meaningfully take in, and to help students learn more deeply and retain what they have learned. It is also meant to train teachers about the new and effective methods of teaching and TLC envisaged promote on a continuous basis, discipline-specific curricula, pedagogy, learning materials (including e-content) for use by the teachers in colleges and postgraduate departments.

The TLC developed a user-friendly software (web address: [www.nextgenmooc.com](http://www.nextgenmooc.com)) to facilitate content cleaning and content delivery. The software gathers MOOC courses metadata (course name, syllabus, provider, start date, end date, etc.) from all the MOOCs courses provider and displays the details of all the MOOCs courses available for a specified course in the order of matching with the course syllabus of the university.

### **Vistas and Prospects**

The University is solemnly committed to the vision of evolving into a centre of education where skilful and knowledgeable human resource is developed for a better, equitable and forward-looking nation. Each of our future endeavours shall be a step in this direction. Our vision is to help nation remain heritage-rich (natural as well as cultural) and to help society become virtue-strong, and wisdom-nurturing. With these ideals in our view, we shall strive to become a society wherein human potential should blossom to its outermost contours with an unwavering belief in human perfectibility through education.



❖ **Detail of the Schools, Departments of the University and Academic Programmes offered by the University:**

**Schools of the University**

<b>S. No.</b>	<b>Name of Schools</b>	<b>Year of establishment</b>
1.	School of Mathematics, Statistics and Computational Sciences	2009
2.	School of Chemical Sciences and Pharmacy	2010
3.	School of Commerce and Management	2010
4.	School of Engineering and Technology	2010
5.	School of Humanities and Languages	2010
6.	School of Social Sciences	2010
7.	School of Architecture	2011
8.	School of Earth Science	2011
9.	School of Life Sciences	2011
10.	School of Physical Sciences	2011
11.	School of Sports Sciences, Education and Yoga	2017
12.	School of Performing Arts	2023
13.	Interdisciplinary School of Health Sciences	2023

**Departments of the University**

<b>S. No.</b>	<b>Name of Departments</b>	<b>Year of establishment</b>
1.	Department of Statistics	2009
2.	Department of Mathematics	2009
3.	Department of Chemistry	2010
4.	Department of Computer Science	2010
5.	Department of Computer Science & Engineering	2010
6.	Department of Economics	2010
7.	Department of English	2010
8.	Department of Management	2010
9.	Department of Architecture	2011
10.	Department of Culture and Media Studies	2011
11.	Department of Biotechnology	2011
12.	Department of Environmental Science	2011
13.	Department of Hindi	2011
14.	Department of Physics	2011
15.	Department of Commerce	2012
16.	Department of Biochemistry	2012
17.	Department of Microbiology	2012
18.	Department of Pharmacy	2012
19.	Department of Public Policy, Law & Governance	2012
20.	Department of Social Work	2012
21.	Department of Education	2015
22.	Department of Atmospheric Sciences	2016
23.	Department of Yoga	2017
24.	Department of Data Science and Analytics	2018
25.	Department of Sports Bioscience	2018
26.	Department of Sports Psychology	2018
27.	Department of Sports Biomechanics	2018

<b>S. No.</b>	<b>Name of Departments</b>	<b>Year of establishment</b>
28.	Department of Society-Technology Interface	2018
29.	Department of Electronics and Communication Engineering (ECE)	2019
30.	Department of Linguistics	2019
31.	Department of Biomedical Engineering	2020
32.	Department of Vocational Studies and Skill Development	2020
33.	Department of Health Sciences	2023
34.	Department of Hotel and Tourism Management	2023
35.	Department of Theatre and Performing Arts	2023

### **Programmes offered by the University**

<b>S. No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
1.	M.Sc. Atmospheric Science	02 years
2.	M.Sc. Biochemistry	02 years
3.	M.Sc. Biotechnology	02 years
4.	M.Sc. Chemistry	02 years
5.	M.Sc. Computer Science	02 years
6.	M.Sc. (Computer Science)in Big Data Analytics	02 years
7.	M.Sc. Environmental Science	02 years
8.	M.Sc. Mathematics	02 years
9.	M.Sc. Microbiology	02 years
10.	M.Sc. Physics	02 years
11.	M.Sc. Sports Biochemistry	02 years
12.	M.Sc. Sports Biomechanics	02 years
13.	M.Sc. Sports Nutrition	02 years
14.	M.Sc. Sports Physiology	02 years
15.	M.Sc. Yoga Therapy	02 years
16.	M.Sc./M.A. Digital Society	02 years
17.	M.Sc. /M.A. Statistics	02 years
18.	MBA (Master of Business Administration)	02 years
19.	M. Architecture (Sustainable Architecture)	02 years
20.	M.Com.	02 years
21.	M. Pharm (Pharmaceutics)	02 years
22.	M. Pharm (Pharmaceutical Chemistry)	02 years
23.	M. Pharm (Pharmacology)	02 years
24.	M. Tech. Computer Science & Engineering	02 years
25.	M. Tech. (Computer Science) in Cyber-Physical Systems	02 years
26.	M.A. Culture & Media Studies	02 years
27.	M.A. Cultural Informatics	02 years
28.	M.A. Economics	02 years
29.	M.A. English	02 years
30.	M.A. Hindi	02 years
31.	M.A. Public Policy, Law & Governance	02 years
32.	M.A. Social Work/M.S.W.	02 years
33.	M.A./M.Sc. Sports Psychology	02 years
34.	M.A. Education	02 years
35.	B.Sc. B.Ed. (ITEP)	04 years
36.	B. Tech in Computer Science and Engineering	04 years
37.	B. Tech. in Electronics and Communication	04 years

<b>S. No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
38.	B. Tech. in Biomedical Engineering	04 years
39.	PG Diploma in Media Writing and Digital Communication	01 year
40.	Diploma in Yoga and Pain Management	01 year
41.	Integrated M. Sc. Biochemistry	05 years
42.	Integrated M. Sc. Biotechnology	05 years
43.	Integrated M. Sc. Chemistry	05 years
44.	Integrated M. Sc. Computer Science	05 years
45.	Integrated M. Sc. Economics	05 years
46.	Integrated M. Sc. Environmental Science	05 years
47.	Integrated M. Sc. Linguistics	05 years
48.	Integrated M. Sc. Mathematics	05 years
49.	Integrated M. Sc. Microbiology	05 years
50.	Integrated M. Sc. Physics	05 years
51.	Integrated M. Sc. Statistics	05 years
52.	Integrated M. Sc. B.Ed. Chemistry	03 years
53.	Integrated M. Sc. B.Ed. Economics	03 years
54.	Integrated M. Sc. B.Ed. Mathematics	03 years
55.	Integrated M. Sc. B.Ed. Physics	03 years
56.	Ph.D. in Architecture	03 years
57.	Ph.D. in Atmospheric Science	03 years
58.	Ph.D. in Biochemistry	03 years
59.	Ph.D. in Biotechnology	03 years
60.	Ph.D. in Chemistry	03 years
61.	Ph.D. in Commerce	03 years
62.	Ph.D. in Computer Science	03 years
63.	Ph.D. in Computer Science & Engineering	03 years
64.	Ph.D. in Culture & Media Studies	03 years
65.	Ph.D. in Data Science and Analytics	03 years
66.	Ph.D. in Digital Society	03 years
67.	Ph.D. in Economics	03 years
68.	Ph.D. in Education	03 years
69.	Ph.D. in Electronics and Communication Engineering	03 years
70.	Ph.D. in English	03 years
71.	Ph.D. in Environmental Science	03 years
72.	Ph.D. in Hindi	03 years
73.	Ph.D. in Linguistics	03 years
74.	Ph.D. in Management	03 years
75.	Ph.D. in Mathematics	03 years
76.	Ph.D. in Microbiology	03 years
77.	Ph.D. in Pharmacy	03 years
78.	Ph.D. in Physics	03 years
79.	Ph.D. in Public Policy, Law & Governance	03 years
80.	Ph.D. in Social Work	03 years
81.	Ph.D. in Sports Bioscience	03 years
82.	Ph.D. in Sports Biomechanics	03 years
83.	Ph.D. in Sports Psychology	03 years
84.	Ph.D. in Statistics	03 years
85.	Ph.D. in Yoga	03 years

## 2.4 FUNCTIONS AND DUTIES OF THE UNIVERSITY:

The **functions and duties of Central University of Rajasthan** as enshrined in the Central Universities Act, 2009 is enumerated in under power of the University Section 06 of the said Act and is reproduced below:

1. The University shall have the following powers and exercise its function and duties according the powers vested in the University as per the Central Universities Act, 2009, namely:-
  - i. to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
  - ii. to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
  - iii. to organise and to undertake extramural studies, training and extension services;
  - iv. to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
  - v. to provide facilities through the distance education system to such persons as it may determine;
  - vi. to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;
  - vii. to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition
  - viii. to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;
  - ix. to create administrative, ministerial and other posts and to make appointments thereto;
  - x. to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;
  - xi. to establish such centres and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
  - xii. to institute and award fellowships, scholarships, studentships, medals and prizes;
  - xiii. to establish and maintain Colleges, Institutions and Halls;
  - xiv. to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
  - xv. to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
  - xvi. to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;

- xvii. to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
  - xviii. to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
  - xix. to demand and receive payment of fees and other charges;
  - xx. to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
  - xxi. to lay down conditions of service of all categories of employees, including their code of conduct;
  - xxii. to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
  - xxiii. to make arrangements for promoting the health and general welfare of the employees;
  - xxiv. to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;
  - xxv. to borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and
  - xxvi. to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.
2. In exercising its powers referred to above it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—
- a) admission of students and recruitment of faculty shall be made on all -India basis;
  - b) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;
  - c) inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;
  - d) semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;
  - e) innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;
  - f) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;
  - g) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and
  - h) E-governance shall be introduced with an effective management information system



The following are the authorities of the University, namely:-

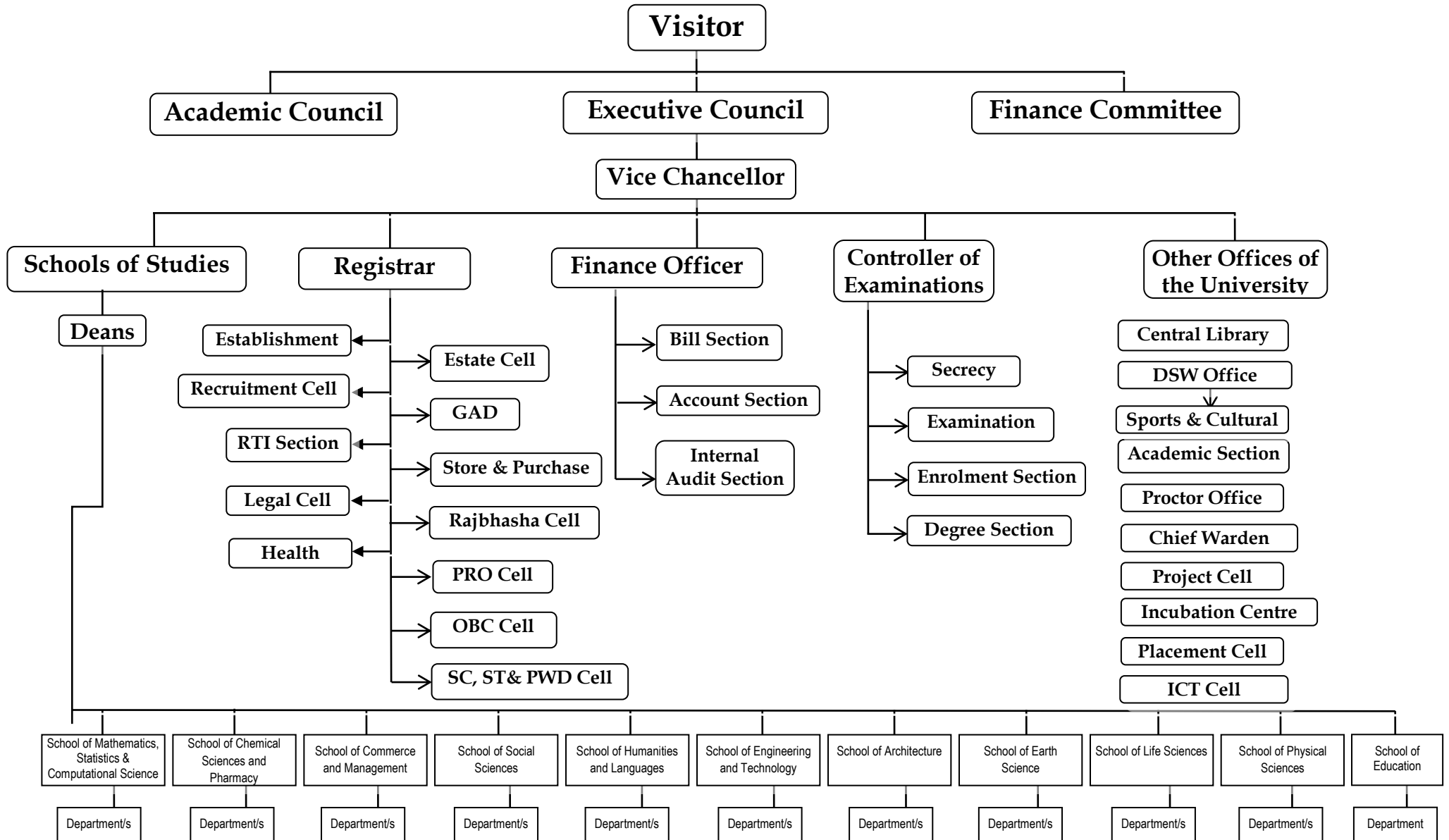
1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

The following are the Officers of the University, namely:-

1. The Chancellor;
2. The Vice- Chancellor;
3. The Pro-Vice- Chancellor;
4. The Deans of Schools;
5. The Registrar;
6. The Finance officer;
7. The Controller of Examination;
8. The Librarian; and
9. Such other officers as may be declared by the Statutes to be the office of the University.

## 2.5 ORGANIZATION STRUCTURE:

The Organizational Structure of the Central University of Rajasthan is below as:



## **2.6 ADDRESS:**

CENTRAL UNIVERSITY OF RAJASTHAN  
National Highway-8, Bandarsindri-305817  
Tehsil Kishangarh, District-Ajmer (Raj.)  
Telephone: 01463-238755  
E-mail: [info@curaj.ac.in](mailto:info@curaj.ac.in), website: [www.curaj.ac.in](http://www.curaj.ac.in)

## **2.7 WORKING HOURS OF THE UNIVERSITY:**

Central University of Rajasthan is a Central University and focused on high level research along with teaching. Hence, the research laboratories in academic departments are generally functional till late evening based on the requirements and faculties may also be available in the departments. However, the official working pattern is 5 days in a week as per following time schedule:

Opening of the office: 09:30 AM

Closing of the office: 06:00 PM

Opening and Closing of Central Library is as follows:

Monday to Friday: 08:00 AM to 12:00 Mid-night

Saturday to Sunday: 10:00 AM to 06:00 PM

## **Chapter-3 (Manual - 2)**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### **3.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE UNIVERSITY:**

All the statutory officers perform their duties and exercise powers in accordance to the Statutes and Ordinances of the University in general with regard to duties and responsibilities common in nature.

#### **Power and duties of Statutory Officers of the University:**

<b>S.NO.</b>	<b>NAME OF POST</b>	<b>POWERS AND DUTIES</b>
1	Vice-Chancellor	<ul style="list-style-type: none"><li>• The power and function of the Vice-Chancellor are specified in the Statute 03 of the University and the University Ordinance 12.</li></ul>
2	Pro Vice-Chancellor	<ul style="list-style-type: none"><li>• The power and function of the Pro Vice-Chancellor are specified in the Statute 04 of the University and the University Ordinance 13.</li></ul>
3	Registrar	<ul style="list-style-type: none"><li>• The power and function of the Registrar are specified in the Statute 06 of the University and the University Ordinance 14.</li></ul>
4	Finance Officer	<ul style="list-style-type: none"><li>• The power and function of the Finance Officer are specified in the Statute 07 of the University and the University Ordinance 15.</li></ul>
5	Controller of Examinations	<ul style="list-style-type: none"><li>• The power and function of the Controller of Examinations are specified in the Statute 08 of the University and the University Ordinance 16.</li></ul>
6	Librarian	<ul style="list-style-type: none"><li>• The power and function of the Librarian are specified in the Statute 09 of the University and the University Ordinance 17.</li></ul>
7	Head of Department of Studies	<ul style="list-style-type: none"><li>• The power and function of the Head of Department of Studies are specified in the University Ordinance 30.</li></ul>
8	Deans of Schools	<ul style="list-style-type: none"><li>• The power and function of the Deans of Schools are specified in the Statute 05 of the University and the University Ordinance 31.</li></ul>
9	Dean, Students' Welfare (DSW)	<ul style="list-style-type: none"><li>• The power and function of the Dean, Students' Welfare (DSW) are specified in the University Ordinance 39.</li></ul>
10	Proctor	<ul style="list-style-type: none"><li>• The power and function of the Proctor are specified in the University Ordinance 50 and Statute 28(1) of CUs Act, 2009.</li></ul>

The staffs deployed under various officers perform their duties as per the instruction/ direction of the officer of the respective section/ department.

## Power and duties of other employees of the University:

S.NO.	NAME OF POST	POWERS AND DUTIES
1	Joint Registrar/ Deputy Registrar / Assistant Registrar	The concerned officer supervises the work of the branches/ section placed under their charge. They are assist the Registrar/ Finance / CoE/ Dean (Academics)/ Dean (Research) / senior concerned officer in the performance of their duties.
2	Executive Engineer	To look after original works, repairs and maintenance of civil, electrical and mechanical works of the University projects. University infrastructural development, maintenance campus development.
3	Public Relations Officer	<ul style="list-style-type: none"><li>• To attend general enquiries from the public, write lucidly and prepare information bulletins, pamphlets reports on various aspect of the University for use of the press and other media.</li><li>• To received visitors and distinguished guests of the University, help organizing seminars, etc., released advertisements press notifications of the University to the newspapers and other media and any other works as assigned by the University from time to time.</li></ul>
4	Hindi Officer	<ul style="list-style-type: none"><li>• Hindi Officer is entrusted for effective implementation of the Rajbhasha Hindi in the University and for necessary action on the instructions as issued by the Govt. of India/ UGC from time to time for Rajbhasha Hindi.</li><li>• To conduct the Rajbhasha workshops, meetings, seminar, etc. as per the annual calendar issued by the Department of Rajbhasha, Govt. of India to achieve the targets.</li><li>• Any other work as assigned by the University from time to time.</li></ul>
5	Section Officer	The Section Officers are incharge of their respective sections and having following powers and duties: <ul style="list-style-type: none"><li>• to undertake responsibility in respect of important matters as may be assigned by the superiors;</li><li>• to ensure that the Branch diary is maintained properly and that receipts/cases are disposed of without undue delay;</li><li>• to ensure even distribution of work among the staff members so that one is not over loaded while another has very little work;</li><li>• to maintain order and discipline in the section;</li><li>• to ensure efficient management and coordination of work in the sections;</li><li>• to guide the staff in the disposal of complicated and intricate cases;</li><li>• to ensure quick disposal of receipts/cases according to indications given by superiors;</li><li>• to keep up-to-date reference books, guard files, precedent books, office order file, Statutes/Ordinances/Rules/Regulations, etc.;</li><li>• to submit periodical returns according to calendar of</li></ul>



S.NO.	NAME OF POST	POWERS AND DUTIES
6	Private Secretary / Personal Assistant	<p>returns;</p> <ul style="list-style-type: none"> <li>• to train and advise the staff in relation to office work;</li> <li>• to extend full cooperation to all his colleagues and superiors;</li> <li>• to comply with security instructions;</li> <li>• to perform such other duties as may be assigned to him from time to time.</li> <li>• To render stenographic and secretarial assistance of all kinds to the concerned officer, including arranging appointments and maintaining and engagement, diary etc.</li> <li>• To keep record of incoming /outgoing dak, file/register etc. to keep filling upto date to fix appointments, to arrange meetings, and collect information desired by the officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;</li> <li>• To maintain confidentially and secrecy;</li> <li>• To type and take dictation in shorthand and to transcribe to accurately;</li> <li>• To maintain a list of offices (with Their official as well as residential telephone and addresses) with whom the officer in likely to have official dealing;</li> <li>• To keep an accurate list of engagement meeting etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/ meeting;</li> <li>• To maintain a proper orders of the papers required to be dealt with by the officer and to bring to his notice, the papers /cases which require immediate attention;</li> <li>• To destroy by burning the stenographic notes of the confidential /secret nature after they have been typed;</li> <li>• To keep track of the progress of cases/matters till these are finally disposed of;</li> <li>• To keep reference books rules/ordinances, statutes, etc. upto date;</li> <li>• To perform such other duties as may be assigned to him from time to time in relation to the function assigned to the School /Centres/ Departments/ Offices;</li> </ul>
7	Assistant	<ul style="list-style-type: none"> <li>• To extend cooperation to his seniors.</li> <li>• Noting, Drafting and correspondence.</li> <li>• Maintenance of files and Registers in proper order.</li> <li>• Maintenance of a tender documents and guard files.</li> <li>• Any other duties that may be assigned to him from time to time by his superiors.</li> </ul>
8	Security Officer / Security Inspector	<ol style="list-style-type: none"> <li>i. Maintain proactive vigilance in best interest of the organization.</li> <li>ii. To ensure safety and security of University properties.</li> <li>iii. To ensure gate pass/ receipt should be received and checked by security guards at every in/out.</li> <li>iv. To keep record of various activities and take appropriate decisions with approval of the competent</li> </ol>

S.NO.	NAME OF POST	POWERS AND DUTIES
		<p>authority for effective execution.</p> <p>v. To attend to emergencies promptly and inform higher authorities promptly.</p> <p>vi. To manage information system for necessary corrective action by higher authorities.</p> <p>vii. Assign the duties of security guards on weekly basis and submit a copy of duty chart to the Controlling Officer/ Reporting Officer.</p> <p>viii. Confirm/ check presence and activities of scheduled security guards at assigned buildings/ gates/ sites.</p> <p>ix. Maintain the records of all security guards including their past experience, address, identity proof with necessary and relevant documents.</p> <p>x. Maintain attendance records of security guards including extra duties, absence etc.</p> <p>xi. Prepare complied attendance sheet at the end of the month and submit to the office for verification.</p> <p>xii. To tell security guards what duties should be performed/ required at specific locations.</p> <p>xiii. Check and verify the In/Out Register at each entrance.</p> <p>xiv. To arrange orientation to security guards for their behaviour, discipline, protocol, dressing sense etc.</p> <p>xv. Assign duties of the security guards on national festival/ University and instruct accordingly.</p> <p>xvi. Perform the duties of security guards whenever necessary.</p> <p>xvii. Ensure safety and security of University materials.</p> <p>xviii. Provide direction and training to site officers and contract employees as needed to accomplish service goals.</p> <p>xix. To ensure</p> <p>xx. Provide supplies, materials and implement temporary repairs to compromised fence, gate and lock systems.</p> <p>xxi. Provide periodic reports to management regarding site activities, irregularities, and identifying needed action.</p> <p>xxii. Any other work assigned by the superior authority.</p>
9	Caretaker	<ul style="list-style-type: none"> <li>• To do the caretaking of building</li> <li>• To supervised and ensure cleanliness of class rooms, teachers rooms, bathrooms, lavatories, corridors, approach roads, etc.</li> <li>• To make physical arrangements for meeting, seminars public lecturers, etc.</li> <li>• To look after water supply and electricity.</li> <li>• To supervise the work of peons, chowkidars, sweepers, farashes, etc. as are assigned to him;</li> <li>• To maintain an inventory of furniture, equivalent, fittings etc. and to take prompt action to remove defects and arrange their replacements;</li> <li>• To undertake periodically physical verification of the</li> </ul>

S.NO.	NAME OF POST	POWERS AND DUTIES
10	Upper Division Clerk / Lower Division Clerk	<ul style="list-style-type: none"> <li>equivalent furniture, etc.</li> <li>• To be responsible for handling over /taking over of building</li> <li>• To perform such other duties as may be assigned to him from time to time.</li> <li>• To do dispatch and Type work</li> <li>• To submit diary regularly and to maintain Registrars/lists of files /movement Registrar, etc.;</li> <li>• To keep and maintain files/ correspondence and do such other clerical /caretaking work as may be assigned to him.</li> <li>• To perform such other duties may be assigned to him from time to time.</li> </ul>
11	Driver	<ul style="list-style-type: none"> <li>• Driving of the Vehicles</li> <li>• To keep the record of the petrol and record of the mileage.</li> <li>• Maintenance of the Cars/ Buses/ Jeeps/ other vehicles of the University</li> <li>• Any other duties that may be assigned to him from time to time by his superiors.</li> </ul>
12	MTS	<ul style="list-style-type: none"> <li>• Physical Maintenance of records of the Section/Department.</li> <li>• General cleanliness &amp; upkeep of the Section/ Department.</li> <li>• Carrying of files &amp; other papers within the building.</li> <li>• Photocopying, sending of FAX etc.</li> <li>• Other non-clerical work in the Section/ Department.</li> <li>• Assisting in routine office work like diary, despatch etc. including on computer.</li> <li>• Delivering of dak (inside and outside of the University Campus)</li> <li>• Watch &amp; ward duties.</li> <li>• Opening &amp; closing of office/ rooms and ensure the windows of the office/ rooms are closed after office hours.</li> <li>• Cleaning of office/ rooms.</li> <li>• Dusting of furniture etc.</li> <li>• Cleaning of building, fixtures etc.</li> <li>• Work related to his ITI qualification, if it exists.</li> <li>• Driving of vehicles, if in possession of valid driving licence.</li> <li>• Upkeep of parks, lawns, potted plants etc.</li> <li>• Any other work assigned by the superior authority.</li> </ul>

The Acts, Statutes and Ordinances of the University are available on the University website – [www.curaj.ac.in](http://www.curaj.ac.in) under which various rules.

Email: info.curaj@gmail.com, info@curaj.ac.in  
Website: http://www.curaj.ac.in



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN  
(A Central University by an Act of Parliament)

Bandarsindri, NH-8, Kishangarh- 305801  
Dist: Ajmer, State: Rajasthan, INDIA  
Phone: 01463-238755, fax: 01463-238722

No. CURAJR/F.39/8209

9 NOV 2012

### OFFICE ORDER

The undersigned has been directed to communicate the following:

1. The Delegation of Powers (Financial) and Purchase Policy and Procedures is being implemented and will be effective from the date of issue of this Office Order as per statement showing (i) Delegation of Powers (Financial) and (ii) Purchase Policy and Procedures (copy enclosed);
2. Office of Finance Officer shall organize Orientation Programme for the University employees, particularly for non-teaching staff, as deems fit regarding the financial processing and related office procedures;
3. All administrative approval / expenditure sanction (A.A./E.S.) will be passed through the regular channel and necessarily be under the signature of Finance Officer;
4. Office of Finance Officer shall prepare a comprehensive Check-List of the necessary documents to be enclosed and required for a particular administrative approval / financial sanction;
5. As such, necessary draft of the documents required by the office (e.g. template for Purchase Order, Service/Maintenance Contract, Proforma for various Advances to Employees etc.) will be prepared by the office of Finance Officer, as needed;
6. Salary bills of the employees will be prepared and passed by the administrative office and finance department. The final salary bill with disbursement Order shall be submitted for and be issued with approval of Hon'ble Vice Chancellor;
7. Internal correspondence amongst the various Departments/Sections/Units of the University office shall be handled by the concerned Head/Officer In-charge of the same under his/her signature. Any external communication by the University office will be in concurrence with the Hon'ble Vice Chancellor;

The above shall be effective from the date of issue of this Office Order and bears approval from Hon'ble Vice Chancellor.

(Registrar)  
Central University of Rajasthan

**Encl.:** As above

**C.C. to:**

1. Office of Hon'ble Vice Chancellor,
2. All HoD / Coordinators, Deptt/Sections/Units
3. Office of Finance Officer / Finance Department
4. Office of OSD (Academics) / Asst. Registrar (A)
5. Office of Registrar/ Dy. Registrar (ESTT)
6. Office Dy. Registrar (Finance)
7. Guard / Despatcher File

**Relevant Part of Minutes of 5<sup>th</sup> Executive Council Meeting**  
held on Saturday, the 23<sup>rd</sup> October 2012 at 1:00 PM  
in the Board Room, 4<sup>th</sup> Floor, Hotel Fortune Bella Casa,  
Tonk Road, Jaipur

5-4.1.6	<p><b>Approval of Minutes of the 3<sup>rd</sup> Meeting of Finance Committee</b></p> <p>[ The 3<sup>rd</sup> Meeting of the Finance Committee of Central University of Rajasthan is scheduled on 23<sup>rd</sup> October 2010 at 10.00 AM.</p> <p><a href="#">(Minutes of the Finance Committee meeting held on 23<sup>rd</sup> October 2010)</a></p> <p>Placed before E.C. for ratification and approval. ]</p> <p><b><u>Resolution:</u></b> “The E.C. ratifies and approves Minutes of the 3<sup>rd</sup> Finance Committee meeting and decisions taken therein and authorizes the Vice Chancellor to take necessary steps for implementation of the actions proposed in the meeting.”</p>
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**Relevant Part of Minutes of Third Finance Committee Meeting**  
held on Saturday, the 23<sup>rd</sup> October 2012 at 10:00AM in the Board Room, 4<sup>th</sup> Floor,  
Hotel Fortune Bella Casa, Tonk Road, Jaipur

3-4.1.5	<p><b>To consider the documents on (i) The Delegation of Powers (DoP) and (ii) Purchase Policy and Procedures etc recommended by the Accounts Code Committee.</b></p> <p>[ The duly constituted Accounts Code Committee in its meeting held on Sept 27-29, 2010 has been prepared, the Delegation of Powers (<a href="#">Annexure M</a>) and Purchase policy and procedures along with store accounting (<a href="#">Annexure N</a>) and recommended for approval. (Minutes of the meeting: <a href="#">Annexure O</a>)</p> <p>Placed before the Finance Committee for consideration and recommendation to the EC for approval. ]</p> <p><b><u>Resolution:</u></b></p> <p>“Delegation of Powers and Purchase Procedure is recommended to E.C. for consideration and approval with following recommendations:</p> <p>A. 1) (iii) fixed charges, b) insert monthly fixed charges bills</p> <p>B. 1) (vii) to (xii) and 2)(i), (b),(c) a monthly report to be submitted to the Vice Chancellor on the approvals given during the month.</p> <p>C. 1) (xiv)(c) Purchase Advances and Other Advances for University works following should be inserted – “subject to the limits laid down in GFRs.”</p> <p>D. 1)(xvi) following should be inserted at the end. “as per the procedure laid down in DFPRs</p> <p>E. 6)(v) b)(i)(ii)(vii)(viii) This provisions should be deleted.</p> <p><b>Part 2 : Delegation of Powers (Finance Department) with following modifications are recommended:</b></p> <ul style="list-style-type: none"> <li>• There shall be at least two signatures of authorized signatories on every cheque, one from the Administration and another from Finance department;</li> <li>• One signatory on every cheque will be Finance Officer;</li> <li>• Cheques upto Rs. 50,000/- shall be signed jointly by Asst. Registrar and Finance Officer; cheques above Rs. 50,000/- to Rs. 1,00,000/- shall be signed jointly by Asst. Registrar / Dy. Registrar and Finance Officer;</li> <li>• The Cheques above Rs. 1,00,000/- upto Rs. 10 lacs jointly signed by the Registrar and Finance Officer;</li> <li>• The cheques above Rs. 10 lacs shall be jointly signed by Finance Officer and Hon’ble Vice Chancellor.”</li> <li>• The Committee further resolved that the above recommendations be incorporated in the entire document and the same may be re-circulated to the members for confirmation. The Vice Chancellor is authorized to consider implementation of the confirmed document from appropriate date after proper orientation and training of the concerned staff.”</li> </ul>
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**Relevant Part of the Minutes of Second Finance Committee Meeting  
held on Sunday, the 16<sup>th</sup> May, 2010 at 10.00 A.M. in the Board Room,  
4<sup>th</sup> Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur.**

<b>2-4.1.12</b>	<p><b>Delegation of financial powers to the Finance Officer.</b></p> <p>[ Dr. M. K. Gupta has joined on 5<sup>th</sup> May, 2010 as the Finance Officer. The Finance Committee may kindly consider appropriate directions in connection with the delegation of financial powers to the Finance Officer.</p> <p><b>Placed before the Finance Committee for consideration. ]</b></p> <p><b><i>Resolution:</i></b> “<i>The matter may be referred to the Committee constituted by the Hon. Vice Chancellor in this regard.</i>”</p>
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**Relevant Part of the Minutes of First Finance Committee Meeting  
held on Saturday, the 6<sup>th</sup> March, 2010 at 11.00 A.M. in the Board Room,  
4<sup>th</sup> Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur**

<b>1-4.1.11</b>	<p><b>Delegation of the financial powers to the other officers of the University.</b></p> <p>[ The Finance Committee may consider giving guidelines for delegation of financial powers to the other officers of the University, as and when they are appointed.</p> <p><b>Placed before the Finance Committee for consideration. ]</b></p> <p><b><i>Resolution:</i></b> “<i>Resolved to consider this matter by the above committee while preparing the Accounts Code.</i></p> <p><b><i>It was further resolved that Hon. Vice Chancellor may be a authorized to re-delegate some of the financial powers to the subordinate officers till the Accounts Code is approved.</i>”</b></p>
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**CENTRAL UNIVERSITY OF RAJASTHAN**  
**KISHANGARH, AJMER**

1. **STATEMENT SHOWING DELEGATION OF POWERS (Financial)**

Sr.	Subject	Power to whom delegated	Powers delegated
1)	Administrative sanction for Purchases/ Expenditure –  <b><u>Recurring -</u></b>  (i) Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship & any other item of recurring nature	Vice-Chancellor  <ul style="list-style-type: none"><li>• Registrar</li><li>• Finance Officer</li><li>• Controller of Exam.</li><li>• Deans/HOD/Research Coordinators</li></ul> Librarian/Director-Computer Centre/University Engineer (in the rank of Supdtg. Engineer of C.P.W.D.)	Full powers   1) Upto Rs.1.00 lakh 2) above Rs. 1.00 lacs on the recommendation of the PC (duly routing the proposal through IAO & FO (shall be approved by VC)  1) Up to Rs.30,000/- 2) above Rs. 30000/- on the recommendation of the PC (duly routing the proposal through IAO & FO (shall be approved by VC)
	(ii) Sanction of expenditure on postage, courier and franking charges	Registrar	Full Powers
	<b><u>(iii) Fixed Charges</u></b> Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges, <b>legal charges.</b> a) First charge	Vice-Chancellor	Full powers
	b) Monthly <b>fixed charges</b> bills (at approved rates)	<ul style="list-style-type: none"><li>• Registrar</li><li>• Finance Officer</li></ul>	Full powers

	(iv) Hospitality and entertainment expenses in connection with the visits of distinguished visitors etc.	Vice-Chancellor Registrar, FO, Deans, COE, HODs	Full powers within the budget provisions Up to Rs. 12000/-PA Up to Rs.9,000/-PA
	(v) Fuel and lubricants. (Certificate regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.)	Registrar	Full powers (Subject to the limit prescribed per vehicle,)
	(vi) Purchase of current news papers and magazines as per norms. (excluding periodicals and journals)	University Librarian	Full powers
	(vii) Repairs to equipment, machinery including replacement of spare-parts etc.	Vice-Chancellor	Full powers
		• Registrar	Upto Rs.50,000/-
		• F.O.	
		• Deans	Upto Rs.10,000/-
		COE, HOD/Librarian/ Coordinator/ DSW/ Director-Computer Centre/ University Engineer, Chief Warden	
	(ix) Repairs to vehicles (subject to norms prescribed)	Vice-Chancellor	Full powers
		Registrar	Upto Rs. 50,000/-
	(x) Repairs to furniture, Fixture & Building (Civil, Sanitary & Electrical Work etc.)	Vice-Chancellor	Full powers
		Registrar	Upto Rs.50,000/-
		University Engineer	Upto Rs. 30,000/-
	(xi) Hiring of vehicles, equipments, furniture and other services	Vice-Chancellor	Full powers
	(xii) Powers to give orders for printing and binding	Vice-Chancellor	Full powers
		Registrar, FO	Upto Rs.50,000/-

(xiii) Traveling Allowance claims (subject to the existing Rules) a) in case of the bills of the - Registrar, COE, FO & University Teachers	Vice-Chancellor	Full Powers
b) in case of the bills of the - Class I and Other Officers & Staff working under them	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• Controller of Exams.</li> </ul>	Full Powers (in case of the bills of the staff working under them.)
c) in case of other teachers and persons attending exam. work/meetings and other university work	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• <b>Controller of Exams.</b></li> </ul>	Full powers
(xiv) Sanctioning advances for - a) T. A. Advances	Vice-Chancellor	Full powers in case of the claims of Registrar COE, FO and Teachers.
	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• Controller of Exams.</li> </ul>	Full powers in case of the claims of the staff working under them.
b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance (Imprest), all other admissible advances to employees.	Vice-Chancellor	Full Powers (subject to prescribed norms)
c) Purchase Advances and Other Advances for University work (subject to the limits laid down in GFRs)	Vice-Chancellor	Full powers
	Registrar	Upto Rs.50,000/-
	Finance Officer	
	Controller of Exams	

	(xvi) Write-off and disposal of obsolete or unserviceable stores or shortages due to theft, Negligence, fraud damages etc. (subject to recommendations of write -off committee) <b>as per the procedure laid down in DFPRs</b>	Executive Council on recommendation of Finance Committee	Full Powers
2)	<b>NON-RECURRING (CAPITAL EXPENDITURE)</b>		
	(i) Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non-recurring nature	Vice-Chancellor • Registrar • FO • COE, DEANS. HOD/Librarian/Co-ordinator/ DSW/ Director-Computer Centre	Full powers Upto Rs.50,000/- Upto Rs.25,000/-
	(ii) Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature not due to depreciation as per GFR/DFPR1978 (subject to recommendations of write -off committee)	Executive Council on recommendation of Finance Committee	Full powers
	(iii) Sanction of Works (a) Sanction to major works (on recommendation of B&W Committee)	Finance Committee	Full powers
	(b) Sanction to minor works	Vice-Chancellor Registrar University Engineer	Full powers Upto Rs.100,000/- Upto Rs. 30,000/-
	(c) Sanction of expenditure on maintenance works of the Works Department.	Vice-Chancellor Registrar University Engineer	Full powers Upto Rs.50,000/- Upto Rs. 30,000/-

	(d) Sanction of R.A.Bills/ Final Bills.	Vice-Chancellor	Full powers
		University Engineer	Upto Rs. 500,000/-
	(e) To extend date of completion of works	Vice-Chancellor	Full powers
3)	Sanctioning write-off of loss of Receipt Books/Cheque Books and other money value books/ measurement books on recommendation of Finance Committee	Executive Council	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old news papers etc. and dismantle material subject to approval of Sales Committee.	Vice-Chancellor Registrar	Full powers Upto 50000/-
5)	Refund of revenue receipts and deposits (as per rules)		
	i) Refund of Student Fees	Registrar	Full powers
	ii) Refund of all Deposits (security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	Finance Officer	Full powers
	iii) Refund of Library Deposit	Librarian	Full Powers
6)	i) Calling of Quotations/ Tenders (* Subject to obtaining prior administrative approval)	Registrar H.O.D. / Librarian/ Coordinator/ Director- Computer Centre/ DSW	Full Powers* Full Powers*

	ii) Opening of Tenders	a) Technical and financial offer to be opened before F.O & two members of Central Purchase Committee. (Comparative statement shall be prepared by the concerned section and placed before Purchase Committee for acceptance)	Full Powers
	iii) Opening of tenders for works departments	Tendering Committee consisting of Finance representative	Full powers
	iv) (a) Opening of Quotations	To be opened by Committee approved by V.C.	Upto Rs.1,00,000/-
	<del>v) Acceptance of Tenders :</del>	<del>Purchase Committee</del>	<del>Full Powers *</del>
	vi) Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost	Officers competent to give administrative sanction	Full Powers *
	<del>b) (i) When less than three quotations are received (ii) Quotation recommended other than lowest</del>	<del>Vice Chancellor Registrar, COE, FO</del>	<del>Full powers Upto Rs.10,000/-</del>
	<del>vii) Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency</del>	<del>Vice Chancellor</del>	<del>Upto Rs.5,00,000/-</del>
	<del>viii) Purchases of items directly from the specific manufacturer without calling tenders (single tender in case of proprietary item)</del>	<del>Vice Chancellor</del>	<del>Full Powers</del>
	ix) placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	Concerned Deans/H.O.D./Librarian/ Coordinator/ Director-Computer Centre	Full Powers

7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	Vice-Chancellor	Full Powers (Subject to Ratification by F.C and EC)
8)	Power to create new Budget head	Vice-Chancellor	Full powers (Subject to Ratification by F.C and EC)

**Note :**

- 1) All the financial powers delegated above are subject to the provisions of the Central Universities Act, 2009 (as amended from time to time) and the Statutes and Ordinances framed there under and the rules, norms and procedure laid down by the Executive Council from time to time and other prevailing rules under GFR, 2005 and Delegation of Financial Powers Rules 1978.
- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the competent authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.10000/- or more, in exceptional cases, this condition can be relaxed by the Vice-Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to them to avoid any audit objections / queries.
- 10) Subject to the provision of the acts and statutes of the University, any officer may delegate his/her powers to any other officer under his control, and subject to the condition that overall responsibility for the exercise for the power so delegated shall continue to vest with the officer delegating such power.
- 11) These delegation of powers are subject to review after the period of six months, or/and as and when considered necessary.



**CENTRAL UNIVERSITY OF RAJASTHAN**  
**KISHANGARH, AJMER**

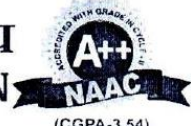
2. **DELEGATION OF POWERS**  
**(Finance Department)**

<b>ACCOUNTS WING</b>		<b>AUDIT WING</b>	
<b>Signing of vouchers</b>		<b>Passing of vouchers</b>	
Section Officer	All vouchers prepared in the concerned Unit.	Section Officer (Bill Passing Unit) and Section Officer (T.A.D.A/Medical etc.)	upto Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	upto Rs.25,000/-
		Dy. Registrar (Finance)/ Equivalent	upto Rs.1,00,000/-
		Finance Officer	Full powers
<b>Signing of Pay Bills</b>		<b>Signing of cheques</b>	
Finance Officer	Monthly Pay Bills	Section Officer (Payment Unit)	up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	up to Rs.25,000/-
Supplementary Pay Bills including Daily wages & Honorarium -		Dy. Registrar (Finance)/ Equivalent	up to Rs.1,00,000/-
		Finance officer	Full powers
Dy. Registrar	Upto Rs. 1,00,000/-		
Finance Officer	Full powers	<b>Signing of Cash Books</b>	
		Asstt. Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Dy. Registrar (Finance)/ Equivalent	Dy. Registrar should also certify the cash and bank book
		Finance Officer	Signing of monthly Abstract

## HEAD OF DEPARTMENTS



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.150/2023/1655

Date: 11 AUG 2023

### OFFICE ORDER

It is to inform to all concerned that Dr. Sanjay Kumar, Assistant Professor is hereby appointed as Head, Department of Management under the School of Commerce and Management by the Vice Chancellor, with immediate effect, for a period of three years or till further order, whichever is earlier. This appointment is as per provisions of the amended Statute 40 (appointment of Heads of Departments) under the Central Universities Act, 2009. He will take care of responsibility of Head in addition to his present duties in the University.

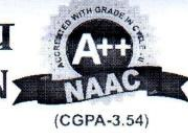
The Head of the Department shall perform such functions as may be prescribed by the Act, Statutes and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

### Copy to:

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar, Finance Officer, CoE, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Commerce and Management
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Uma Sankar Mishra | - with a request to hand over/ take over the charge of Headships
10. Dr. Sanjay Kumar
11. All Officers / Section Incharge
12. Web Admin – with request to update the University website
13. Concerned File / Estt. Section
14. Guard / Dispatch file



No. : CURAJ/R/Estt./F.152/2023/ 3007

Date: 29.11.2023

**OFFICE ORDER**

It is to inform to all concerned that Dr. Dandub Palzor Negi, Assistant Professor is hereby appointed as Head, Department of Social Work under the School of Social Sciences by the Hon'ble Vice-Chancellor, for a period of three years with effect from 01.12.2023 as per the provisions of the statute 40 of the Central University Act, 2009.

He will take care of responsibility of Head in addition to his present duties in the University. The Head of the Department shall perform such functions as may be prescribed by the Act, Statutes and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean- Academics/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Social Sciences
7. The Head, Department of Social Work
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Prof. Jagdish U. Jadhav | with a request to hand over/ take over the
11. Dr. Dandub Palzor Negi | charge of Headship
12. All Officers / Section Incharge
13. Web Admin – with request to update the University website
14. Concerned File / Estt. Section
15. Guard / Dispatch file





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.154/2023/ 3819

Date: 29.01.2024

3 FEB 2024

**OFFICE ORDER**

It is hereby informed to all concerned that Dr. Deepesh Bhati, Associate Professor is appointed as the Head of the Department of Statistics under the School of Mathematics, Statistics and Computational Sciences by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

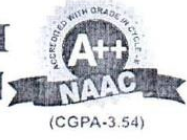
Dr. Deepesh Bhati will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean- Academics/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Mathematics, Statistics and Computational Sciences
7. The Head, Department of Statistics
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Prof. Jitendra Kumar | *with a request to hand over/ take over the charge of*
11. Dr. Deepesh Bhati | *Headship*
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



No. : CURAJ/R/Estt./F.150/2023/ 1871

Date: 31 AUG 2023

**OFFICE ORDER**

All concerned are hereby informed that Hon'ble Vice-Chancellor has appointed Dr. Devesh Sharma, Associate Professor, Department of Atmospheric Science as Dean, School of Earth Sciences as per provisions of the Statute 05 under the Central University Act, 2009. This appointment is for a period of three years or till further orders, whichever is earlier, with immediate effect.

He will take care of responsibilities of Dean, School of Earth Sciences in additional to his present duties in the University, till further orders.

The Dean, School of Earth Sciences shall perform such functions as may be prescribed by the Act, Statutes and Ordinances, from time to time.

This University acknowledge the contribution of outgoing Dean, School of Earth Sciences.

Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean- Academics/ Research/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Earth Sciences
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Rajesh Kumar | *with a request to hand over/ take over the charge of*
10. Dr. Devesh Sharma | *Deanship*
11. All Officers / Section Incharge
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file

**OTHER ORDERS**



**राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan**

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.147/2023/ 141

Date:

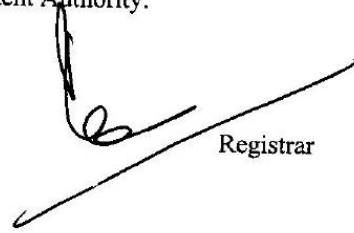
**OFFICE ORDER**

**11 APR 2023**

It is to inform to all concerned that Dr. Chandan Kumar, Assistant Professor, Department of Bio-Medical Engineering is hereby designated as Coordinator, Department of Bio-Medical Engineering under the School of Engineering and Technology with immediate effect till further orders, in addition to his present duties in the University.

Dr. Chandan Kumar, as a Coordinator of the Department of Bio-Medical Engineering will report to the Dean, School of Engineering and Technology for smooth functioning of the Department.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar, Finance Officer, CoE, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Dean, School of Engineering and Technology
7. The Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Inshad Ali Khan *with a request to hand over the charge of Headships*
10. Dr. Chandan Kumar *with a request to take the charge of Coordinator*
11. All Officers / Section Incharge
12. Web Admin -- *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file



## राजस्थान केंद्रीय विश्वविद्यालय

एनएच 8, बांदरसिंदरी, तहसील - किशनगढ़ -305817, जिला - अजमेर, राजस्थान

सं. : सीयूराज/आर/एफ.147/2023/ 141

दिनांक:

11 APR 2023

### कार्यालय आदेश

सभी संबंधितों को सूचित किया जाता है कि डॉ. चंदन कुमार, सहायक आचार्य को विश्वविद्यालय में उनके वर्तमान कर्तव्यों के अतिरिक्त अभियांत्रिकी एवं प्रौद्योगिकी स्कूल के अंतर्गत जैवचिकित्सा अभियांत्रिकी विभाग के समन्वयक के रूप में तत्काल प्रभाव से अगले आदेश तक नियुक्त किया जाता है।

डॉ. चंदन कुमार, जैवचिकित्सा अभियांत्रिकी विभाग के समन्वयक के रूप में विभाग के सुचारु कामकाज के लिए अधिष्ठाता, अभियांत्रिकी एवं प्रौद्योगिकी स्कूल को रिपोर्ट करेंगे।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

9  
9/4/23

कुलसचिव

#### प्रतिलिपि:

1. माननीय कुलपति कार्यालय - सूचनार्थ
2. कुलसचिव कार्यालय, वित्त अधिकारी, परीक्षा नियंत्रक, पुस्तकालयाध्यक्ष
3. अधिष्ठाता कार्यालय- अकादमिक, अनुसंधान, छात्र कल्याण, एआरसीआई
4. निदेशक (आईक्यूएसी)
5. सभी स्कूलों के अधिष्ठाता
6. अधिष्ठाता, अभियांत्रिकी एवं प्रौद्योगिकी स्कूल
7. कुलानुशासक, मुख्य छात्रावास अधीक्षक
8. सभी शैक्षणिक विभागों के विभागाध्यक्ष/ समन्वयक
9. प्रो. इंशद अली खॉँ विभागाध्यक्ष का प्रभार सौंपने के अनुरोध के साथ
10. डॉ. चंदन कुमार समन्वयक के रूप में कार्य ग्रहण करने के अनुरोध के साथ
11. समस्त अधिकारी/ अनुभाग अधिकारी
12. वेब एडमिन - विश्वविद्यालय की वेबसाइट को अद्यतन करने के अनुरोध के साथ
13. संबंधित फ़ाइल/ स्थापना शाखा
14. गार्ड/ प्रेषण फ़ाइल





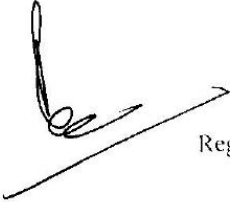
No.: CURAJ/R/F. /47 /2023/ 2-69

Date : 19.04.2023

**OFFICE ORDER**

Consequent upon his selection to the post of Library & Information Officer in the National Institute of Pharmaceutical Education and Research (NIPER) Raebareli and subsequent request dated 29.03.2023, Sh. Dibakar Sen is hereby relieved upon tendering technical resignation from the post of Semi Professional Assistant from this University w.e.f. 19.04.2023 (AN) to enable him to join the new assignment.

2. Sh. Dibakar Sen will retain the lien at this University for 02 years from the date of joining at the NIPER, Raebareli as the probation period of new assignment is 02 years. The lien is subject to the undertaking dated 19.04.2023 submitted by him.
3. This is issued with the approval of the Competent Authority.



Registrar

## Distribution to:

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Dean (Research)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of the Schools of Studies.
6. All Heads/Coordinators of Academic Departments.
7. All Officers/Section In-charge.
8. All Teaching & Non-Teaching Staff.
9. Registrar, NIPER Raebareli.
10. Sh. Dibakar Sen.
11. Web Admin- with request to update the University website (www.curaj.ac.in)
12. Concerned File/Estt. Section
13. Guard/Despatcher File



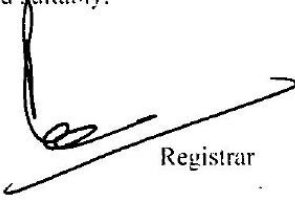
No.: CURAJ/R/F./47 /2023/ 363

Date: 27 APR 2023

**OFFICE ORDER**

It is hereby informed that in view of ongoing preparation for visit of the NAAC Peer Team Visit, 05-07<sup>th</sup> May 2023, 13-14<sup>th</sup> May 2023 and 20-21<sup>st</sup> May 2023 (Gazetted Holiday, Saturday and Sunday) shall be observed as working days for all teaching and non-teaching staff in Central University of Rajasthan. All the teaching and non-teaching staff shall be present in their respective working places. This will be compensated suitably.

This issues with the direction of the Competent Authority.



Registrar

To: All Teaching, Non-teaching Staff (including Outsourced/Contract/Temporary staff)

**Copy to:**

1. Office of Hon. Vice Chancellor for info pl.
2. Office of Registrar/Finance Officer/CoE/Librarian
3. Office of Dean (Academics)/Dean (Research)/Dean ARCI/DSW
4. Office of the Proctor/Chief Warden
5. All Deans of Schools of Studies
6. All Heads/Coordinators of Academics Departments
7. All Officers/Section Incharge
8. Concerned File/Estt. Section
9. Guard / Despatch File



राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

EMail

No. : CURAJ/R/F.147/2023/422

Date:

2 MAY 2023

**OFFICE ORDER**

This is for information that NAAC Peer Team Visit to the Central University of Rajasthan has been finalized to be held on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> May, 2023. In continuation to the previous correspondences and drawing attention to various committees constituted for this purpose, the Exit Meeting shall be held on 24<sup>th</sup> May, 2023 (Wednesday) in Auditorium (Department of Mathematics) in Academic (4A5) Building. Time for the same will be informed in due course. All faculty members shall attend the Exit Meeting.

Following duties/responsibilities are assigned for smooth conduct of the Exit Meeting:-

S. No.	Duties / Responsibilities	Assigned to -
1	PA System with Cordless Mic	ICT Cell
2	Seating arrangements, Cleanliness/ Area Maintenance, to ensure Uninterrupted Power Supply	Estate Section
3	Photography / Videography	Photography & Videography Committee (No. 18 to the Office Order No. 5336 dtd. 27.03.2023)
4	Banners / Standees	Joint Registrar-II
5	Security Arrangement, Parking of Vehicles	Security Officer
6	Tea / Snacks / Refreshment Arrangements	Refreshment Committee (No. 15 to the Office Order No. 5336 dtd. 27.03.2023)

This is issued with the approval of the Competent Authority.

Registrar

To,

All Faculty Members,  
Central University of Rajasthan

Copy (for information / necessary action) to:

1. Hon'ble Vice Chancellor, CURaj – *for information pl.*
2. All Deans of Schools, CURaj
3. All Heads/Coordinators, CURaj
4. Head, Department of Mathematics – *for auditorium availability*
5. All Officers/Section Incharge, CURaj
6. All Concerned (*as per list above for duties assigned*)
7. Hindi Adhikari/Rajbhasha Cell - *to issue Hindi version of this office order*
8. Establishment – *for retention/record file*



राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.147/2023/ 437

Date:

- 4 MAY 2023

**OFFICE ORDER**

In view of the forthcoming NAAC Peer Team Visit proposed in the month of May, 2023 in the University and in this connection, there are several works ongoing to improve the physical infrastructure by means of elaborate repair, maintenance, painting in buildings and marking to include placement of signages at various places in the University campus.

As these works are being executed towards the betterment of the University, all concerned students, teaching and non-teaching staff shall ensure not to paste any banners/posters or deface the walls or surrounding areas by any other means.

This is issued with the approval of the Competent Authority.

Registrar

**To:**

1. All Students, CURaj
2. All Teaching Staff, CURaj
3. All Non-teaching Staff, CUR

**Copy to:**

1. Hon'ble Vice Chancellor, CURaj – *for information please*
2. All Deans of Schools, CURaj
3. All Heads/Coordinators, CURaj
4. All Officers/Section Incharge, CURaj
5. Hindi Adhikari/Rajbhasha Cell - *to issue Hindi version of this office order*
6. Establishment – for retention/record file



राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

सं./No.: CURAJ/R/F.147/2023/ 499

दिनांक/Date: 10.05.2023

**कार्यालय आदेश**

NAAC मान्यता के द्वितीय चरण के लिए राजस्थान केन्द्रीय विश्वविद्यालय में NAAC पीयर टीम द्वारा 22 से 24 मई 2023 की अवधि को निर्धारित दौरे के संबंध में जारी पत्र संख्या CURAJ/R/F.147/2023/435 दिनांक 04.05.2023 का संदर्भ लें।

इस संबंध में NAAC पीयर टीम के दौरे के लिए आवश्यकताओं के अनुसार उचित प्रस्तुति और अनुपालन सुनिश्चित करने के लिए दिनांक 22 से 24 मई 2023 तक समय सुबह 8.00 बजे से प्रतिदिन NAAC पीयर टीम के सदस्यों के प्रस्थान तक रहेगा। सभी शैक्षणिक और अशैक्षणिक कर्मचारी उपरोक्त निर्देशों का पालन करेंगे।

यह सक्षम प्राधिकारी के निर्देशानुसार जारी किया गया है।

१०  
१५/५  
कुलसचिव

**प्रेषित :-**

1. सभी शैक्षणिक और अशैक्षणिक कर्मचारी  
राजस्थान केन्द्रीय विश्वविद्यालय

**प्रतिलिपी :-**

1. माननीय कुलपति – को सूचनार्थ / Hon'ble Vice Chancellor – for information please
2. सभी स्कूल के अधिष्ठाता / विभागाध्यक्ष / अधिकारी – अपने कार्यालय स्टाफ को सूचित करने हेतु
3. संस्थापन अनुभाग – आदेश संधारण फाइल हेतु

**OFFICE ORDER**

This has reference to the Letter No. CURAJ/R/F.147/2023/435 dated 04.05.2023 pertaining to NAAC Peer Team visit for II<sup>nd</sup> cycle of NAAC accreditation scheduled to be held from 22 to 24 May 2023 at Central University of Rajasthan.

In this connection, to ensure proper presentation and adherence towards requirements for NAAC Peer Team visit, the Timings shall be from **8.00 A.M.** till **Departure of NAAC Peer Team Members** from 22 to 24 May 2023 from the campus on a daily basis. All teaching and non-teaching staff shall comply with the aforesaid directions.

This is issued with the direction of the Competent Authority.

**To:**

All Teaching & Non-teaching Staff,  
Central University of Rajasthan

**Copy to:**

1. Hon'ble Vice Chancellor – for information please
2. All Deans of Schools / Head of Departments / Officers – to inform office staff
3. Establishment Section – for order retention file

Registrar



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

### Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

सं./No.: CURAJ/R/F.149/2023/664

दिनांक/Date: 26.05.2023

### कार्यालय आदेश / OFFICE ORDER

सभी संबंधितों को एतद्वारा सूचित किया जाता है कि विश्वविद्यालय परिसर स्थित सभी अकादमिक भवनों को निर्धारित शैक्षणिक समय के बाद प्रतिदिन 7.00 बजे (साँच) संबंधित स्कूल के डीन या उनके नामित अधिकारी की देखरेख में आवश्यक रूप से बंद करा दिया जावेगा। तदनुसार, किसी भी व्यक्ति (स्टाफ/शोधार्थी/विद्यार्थी) को शाम 7.00 बजे बाद रुकने हेतु संबंधित स्कूल ऑफ स्टडीज के डीन की अनुमति प्राप्त करनी होगी। उपरोक्त निर्देशों का कड़ाई से पालन किया जावेगा।

All concerned are hereby informed that after the scheduled academic hours, all Academic Buildings in the University Campus shall be closed every day by 7.00 P.M. (Evening) under the supervision of concerned Dean of the School or his designated official. Accordingly, stay beyond 7.00 P.M. of any individual (staff/scholar/student) shall be with the permission of concerned Dean of the School of Studies. Above directions shall be followed strictly.

यह सक्षम प्राधिकारी के निर्देशानुसार जारी किया है।

This is issued with the direction of the Competent Authority.

कुलसचिव / Registrar

प्रेषित: सभी संबंधितों को सूचनार्थ/आवश्यक कार्यवाही हेतु / To: All concerned for information/necessary action:

1. सभी स्कूल ऑफ स्टडीज के अधिष्ठाता, रा.के.वि.वि. / All Deans of Schools of Studies, CURaj
2. सभी विभागाध्यक्ष/समन्वयक, रा.के.वि.वि. / All Head/Coordinators of Academic Departments, CURaj
3. सुरक्षा अधिकारी, रा.के.वि.वि. / Security Officer, CURaj
4. सभी विद्यार्थीगण, रा.के.वि.वि. / All Students, CURaj

प्रतिलिपी / Copy to:

1. माननीय कुलपति कार्यालय, रा.के.वि.वि. - को सूचनार्थ/Office of Hon'ble Vice Chancellor - for info pl.
2. सम्पदा अनुभाग, रा.के.वि.वि. / Estate Section, CURaj
3. स्थापना अनुभाग, रा.के.वि.वि. - परिपत्र/संघारण फाइल हेतु / Estt. Section - for circulars/ retention file



No.: CURAJ/R/F.148/2023/681

Date: 30.05.2023

**OFFICE ORDER**

Consequent upon selection to the post of Finance Officer at Hemvati Nandan Bahuguna Garhwal University (HNBGU), Srinagar and subsequent request dated 01.05.2023, Sh. Santosh Kumar Srivastava is hereby relieved upon tendering technical resignation from the post of Joint Registrar from this University w.e.f. 30.05.2023 (AN) to enable him to join the new assignment.

2. Sh. Santosh Kumar Srivastava will retain lien at this University for one year from the date of joining at the HNBGU.
3. This is issued with the approval of the Competent Authority.

  
Registrar (I/c)**Distribution to:**

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Dean (Research)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of the Schools of Studies.
6. All Heads/Coordinators of Academic Departments.
7. All Officers/Section In-charge.
8. All Teaching & Non-Teaching Staff.
9. Registrar, HNBGU, Srinagar.
10. Sh. Santosh Kumar Srivastava.
11. Web Admin- with request to update the University website (www.curaj.ac.in)
12. Concerned File/Estt. Section
13. Guard/Despatcher File





No.: CURAJ/R/144/2023/685

Date: 30.05.2023

**OFFICE ORDER**

This is to inform to all Deans of the Schools of Studies and Heads of the Academic Departments that their offices are expected to be functional, during Summer Vacations to be observed from 27.05.2023 to 25.06.2023 on all working days, while the administrative offices remain open.

In case of any exigency, a Dean/HoD is not in a position to be available in the University on specific day(s) during the vacation, the concerned Dean/HoD shall inform the name of the appropriate Dean/HoD(Incharge) making alternative arrangements during the period of his/her non-availability in the office, specifying the dates, to the University administration.

Further, all the teachers who are involved in Recruitment, Admission Committee and in any other committee and expected to work during the vacation period, must inform the concerned Chairperson of that Committee before leaving the Headquarters. All faculty members before leaving for vacation, will complete their examination related work and inform their HoD before leaving the campus.

Apart from this, member (s) of any Committee and any faculty may also be asked to be present in the University as and when required by the Competent Authority. The faculty members before leaving the Headquarters during the summer vacation will inform the following to their respective Heads/Incharge:

- a) Period of Leaving the Headquarters
- b) Date of travel
- c) Address and contact no. during their stay outside Headquarters

Earned Leave will be credited/ accrued to Deans of the School of Studies, Heads of the Academic Departments and other faculty members, worked during the summer vacation, on the basis of their attendance and as per rules.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

To,

1. All Deans of the Schools of Studies
2. All Heads of Academic Departments
3. All Teaching Staff
4. Guard/Dispatch File



No.: CURAJ/R/144/2023/685

Date: 30.05.2023

**OFFICE ORDER**

This is to inform to all Deans of the Schools of Studies and Heads of the Academic Departments that their offices are expected to be functional, during Summer Vacations to be observed from 27.05.2023 to 25.06.2023 on all working days, while the administrative offices remain open.

In case of any exigency, a Dean/HoD is not in a position to be available in the University on specific day(s) during the vacation, the concerned Dean/HoD shall inform the name of the appropriate Dean/HoD(Incharge) making alternative arrangements during the period of his/her non-availability in the office, specifying the dates, to the University administration.

Further, all the teachers who are involved in Recruitment, Admission Committee and in any other committee and expected to work during the vacation period, must inform the concerned Chairperson of that Committee before leaving the Headquarters. All faculty members before leaving for vacation, will complete their examination related work and inform their HoD before leaving the campus.

Apart from this, member (s) of any Committee and any faculty may also be asked to be present in the University as and when required by the Competent Authority. The faculty members before leaving the Headquarters during the summer vacation will inform the following to their respective Heads/Incharge:

- a) Period of Leaving the Headquarters
- b) Date of travel
- c) Address and contact no. during their stay outside Headquarters

Earned Leave will be credited/ accrued to Deans of the School of Studies, Heads of the Academic Departments and other faculty members, worked during the summer vacation, on the basis of their attendance and as per rules.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

To,

1. All Deans of the Schools of Studies
2. All Heads of Academic Departments
3. All Teaching Staff
4. Guard/Dispatch File



No.: CURAJ/R/F.148/2023/690

Date: 01.06.2023

**OFFICE ORDER**

In pursuance to the resignation dated 22.05.2023 and acceptance of the same by the Competent Authority, Col. B. Venkat is hereby relieved from the post of Registrar, Central University of Rajasthan w.e.f. 31.05.2023 (AN).

This is issued with the approval of the Competent Authority.

  
Registrar (I/c)

**Distribution to:**

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Dean (Research)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of the Schools of Studies.
6. All Heads/Coordinators of Academic Departments.
7. All Officers/Section In-charge.
8. All Teaching & Non-Teaching Staff.
9. Col. B. Venkat.
10. Web Admin- with request to update the University website (www.curaj.ac.in)
11. Concerned File/Estt. Section
12. Guard/Despatcher File



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ-305817, जिला अजमेर (राजस्थान).  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F./48/2023/704

Date :

2 JUN 2023

**OFFICE MEMORANDUM**

Consequent upon the resignation of Col. B. Venkat and relieving from the post of Registrar at Central University of Rajasthan with effect from 31.05.2023 (AN), Mr. Pradeep Agarwal, Finance Officer of the University has taken over the charge of Registrar, Central University of Rajasthan, in addition to the present duties.

Assistant Registrar (Estt)

Copy to:

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Dean (Research)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of the Schools of Studies.
6. All Heads/Coordinators of Academic Departments.
7. All Officers/Section In-charge.
8. All Teaching & Non-Teaching Staff.
9. Mr. Pradeep Agarwal, Finance Officer.
10. Web Admin- with request to update the University website (www.curaj.ac.in)
11. Concerned File/Estt. Section
12. Guard/Despatcher File



No. : CURAJ/R/F.148/2023/718

Date: 6 JUN 2023

**OFFICE ORDER**

In pursuance of the Offer of Appointment No. CURAJ/R/F.136/2022/427 dated 09.05.2022 and extension vide Office Note dated 20.04.2023, Mr. Rony Sharma has been relieved on 31.05.2023 (A/N) from the post of Training & Placement Officer on completion of his tenure. He was engaged on purely temporary basis in the Central University of Rajasthan.

  
Registrar (I/c)

**C.C. to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar / Finance Officer / CoE / Librarian
3. Office of the Dean (Academics) / Dean (Research) / Dean (ARCI)
4. Office of the Proctor / Chief Warden / Dean of Students Welfare
5. All Deans of the School of Studies
6. All Heads/Coordinators of Academic Departments
7. All Officers / Section Incharge
8. Mr. Rony Sharma, Training & Placement Officer
9. Account Section / Salary Clerk
10. Concerned File / Estt. Section
11. Guard / Despatch Filee





**OFFICE ORDER**

1. Consequent upon relieving of the Training & Placement Officer on 31.05.2023, it is hereby notified that Dr. S. Kandasamy, Associate Professor, Department of Public Policy, Law & Governance has been assigned the charge of the Training & Placement Officer, with immediate effect until further orders.
2. Dr. S. Kandasamy shall undertake the duties and responsibilities of the Training & Placement Officer in addition to his present duties in the university.
3. This issues with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of the Hon'ble Vice Chancellor
2. Office of the Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. Office of the Dean Academics / Research / ARCI
4. All Deans of the Schools of Studies
5. All HoDs / Coordinators of Academic Departments / All Officers
6. Dr. S. Kandasamy, Associate Professor, Department of PPLG
7. Joint Registrar-II
8. Public Relations Officer / Hindi Officer / Assistant Registrar-I/II/III/IV
9. All Teaching & Non-teaching Staff
10. All students of the University
11. Website Administrator - with request to update the University website
12. Guard / Dispatch File



No. CURAJ/R/F.148/2023/772

Date: 14.06.2023

**OFFICE MEMEMORANDUM****Sub: Purchase of Goods by purchase committee under GFR 155**

Madam/Sir,

Reference is invited to the Rule 149 of General Financial Rules, 2017. As per the said rule, procurement of Goods and Services is mandatory to be procured through GEM portal for the items and services available on GeM, as Government of India has established the Government e-Marketplace (GeM) for procurement of common use of Goods and Services by the Govt.

In case of non-availability of items on GEM (proof to be enclosed), other options of procurement may be resorted to as per GFR, e.g.

GFR 154: Purchase of goods without quotation based on a certificate (upto Rs. 25,000)

GFR 155: Purchase of goods by purchase committee (above Rs. 25,000 to Rs. 2.5 lacs)

GFR 158: Purchase of goods by obtaining bids (tendering)

In order to implement above provisions effectively, it has been felt that in the case of all the purchases, reasonability of rates is to be ensured. It is advised that in the cases of procurement of goods and services through purchase committee (GFR 155), facility of on-line portals may be used. Details of few portals are provided below:

1. Indiamart.com
2. [tradeindia.com](http://tradeindia.com)
3. [exportersindia.com](http://exportersindia.com)
4. [globalsources.com](http://globalsources.com)
5. [justdial.com](http://justdial.com)

In this regard, while enquiring about prospective procurements of goods and services, not available on GEM, requirements with detailed specifications are to be finalised. The requirements are to be posted on above or similar websites for getting offers/quotes. The invitation for the online bidding will be available to all the sellers registered on the online portals and interested to offer their goods/services under the particular product/service category, as per terms and conditions of the portal. Any queries/doubts regarding product /service may be clarified to the supplier /service provider by the indenter in order to remove any ambiguity in getting the desired items/services.

Once the quotations are received, comparative chart needs to be prepared and be placed for approval of the Competent Authority. Purchase Order will be issued on the approval of the Competent Authority. Option of collecting three or more quotations, directly from vendors may be resorted to, only in cases of urgency or items/services not available online.

This issues with the approval of the Competent Authority.

14.6.23  
Registrar (I/c)

To,

All faculty members  
All non-teaching staff



**OFFICE ORDER**

The process of APAR of all regular Non-teaching employees for the FY 2022-23 (period from 01.04.2022 to 31.03.2023) is to be completed as per the following date schedule:

S.N.	Activity	Date by which to be completed
1	Submission of Self-appraisal by the employee to the concerned Reporting Officer	15.07.2023
2	Submission of Report by Reporting Officer to Reviewing Officer	31.07.2023
3	Submission of Report by Reviewing Officer to Accepting Authority	16.08.2023
4	Report to be completed by Accepting Officer (Registrar for all Group B & C and VC for all Group A Officers) and to be sent to Administration (Establishment Section)	31.08.2023

- All the other earlier issued guidelines on the subject will remain unchanged.
- This issues with the approval of the Competent Authority.

Registrar(I/c)

Encl.: - APAR forms

To: All Regular Non- Teaching Employees

**Copy for information and necessary action:**

- Office of Hon. Vice Chancellor
- Office of the Registrar, Finance Officer, Controller of Examination, Librarian, Dean (Academics), Dean (Research), Proctor, Chief Warden, Director (IQAC), Dean of Student's Welfare, Dean (ARCI)
- All Dean of the School of Studies
- All Head/Coordinators of Academic Departments
- All Officers/Section In-charge
- Concerned File



संख्या/सीयूराज/आर/एफ.148/2023/ 787

दिनांक :- 14 जून 2023

कार्यालय आदेश

15 JUN 2023

वित्तीय वर्ष 2022-23 (01.04.2022 से 31.03.2023 तक की अवधि) के लिए सभी नियमित गैर-शैक्षणिक कर्मचारियों के एपीएआर की प्रक्रिया निम्नानुसार समय सारणी के अनुसार पूरी की जानी है:

क्रसं	गतिविधि	दिनांक जिस तक पूरा किया जाना है
1	कर्मचारी द्वारा संबंधित प्रतिवेदन अधिकारी को स्व-मूल्यांकन प्रस्तुत करना	15.07.2023
2	प्रतिवेदन अधिकारी द्वारा समीक्षा अधिकारी को रिपोर्ट प्रस्तुत करना	31.07.2023
3	समीक्षा अधिकारी द्वारा स्वीकृति प्राधिकारी को रिपोर्ट प्रस्तुत करना	16.08.2023
4	रिपोर्ट स्वीकार करने वाले अधिकारी (सभी ग्रुप बी और सी के लिए कुलसचिव और सभी ग्रुप ए अधिकारियों के लिए कुलपति) द्वारा रिपोर्ट स्वीकार किया जाना तथा और स्थापना अनुभाग को भेजा जाना	31.08.2023

- इस विषय पर पूर्व में जारी अन्य सभी दिशा-निर्देश अपरिवर्तित रहेंगे।
- इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

कुलसचिव(प्रभारी)

संलग्न: - एपीएआर प्रपत्र

प्रति: सभी नियमित गैर-शिक्षण कर्मचारी

सूचना एवं आवश्यक कार्रवाई हेतु प्रति:

- माननीय कुलपति कार्यालय
- कार्यालय कुलसचिव, वित्त अधिकारी, परीक्षा नियंत्रक, पुस्तकालयाध्यक्ष, अधिष्ठाता (अकादमिक), अधिष्ठाता (अनुसंधान), अनुशासक, चीफ वार्डन, निदेशक (आईक्यूएसी), अधिष्ठाता छात्र कल्याण, अधिष्ठाता (एआरसीआई)
- समस्त अधिष्ठाता
- समस्त शैक्षणिक विभागों के कार्यालयाध्यक्ष/समन्वयक
- समस्त अधिकारी/अनुभाग प्रभारी
- संबंधित फाईल



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer (Raj.)

No. : CURAJ/R/F.149/2023/1225

Date: July 13, 2023

**OFFICE ORDER**

This is for information of all the concerned that moving towards streamlining the process of receipt and issue of items (goods/material) at Central Stores in the University, following procedure is hereby being implemented with immediate effect :-

1. All the procured items (goods/material/consumables/chemical items) will be received at Central Stores located at ESS 20.7 building near Mega Mess. In case of chemicals, bio-related products, hazardous materials, goods with statutory warning/specific conditions for storage handling etc., it will be responsibility of the indenter to bring into the notice/ on record all the related precautions and other conditions of storage and handling of items/ material on receipt at the Central Stores to avoid any loss/ damage/ impairment. On receipt of items at Central Stores, necessary entries of the items received will be made in stock registers, fixed or consumable, as the case may be.

2. The items will be issued to the indenter / user department with proper system of issue slip. Central Store will ensure proper numbering on the fixed assets as per standard procedure and shall make necessary entries in the fixed assets registers before issuing the items to any user department. As per rules, gifts received, if any, also needs to be routed through Central Stores.

3. Any surplus items (serviceable/unserviceable) available in the University will be returned to the Central Store with proper dead stock details available in the department/Centre/Office/ Section viz. date of delivery, cost of the items with a copy of invoice, if available for accounting and audit purposes. Central Store will ensure that serviceable items are issued to the users after proper servicing/maintenance and unserviceable items are condemned as per standard Govt. of India guidelines on disposal of assets.

4. Any items/chemicals, goods/material of hazardous nature, bio-medical waste with statutory warning or require specific condition for disposal etc. will be dealt with by the respective indenter/user department as per specific norms of the particular items.

5. In the terms & condition of all Purchase Orders, place of delivery will be specified as Central Stores only. Purchase Section will ensure that no bill is recommended for payment (except imprest and of Sponsored Research Project fixed assets and consumables) with proper receipt/issue and stock entry of the items. Items purchased under sponsored research projects, conference will be routed through Central stores with effect from September 15, 2023 onwards.

Contd....2



6. Central Store under Officer in Charge Purchase will manage all the items of the University including electrical, civil, plumbing and other assets etc. However, **assistance will be provided by Estate Section for an initial period of two months.**

7. Standard Operating Procedure (SOP) for inventory management, on implementation of ERP module, is detailed in Annexure for reference.

This is issued with the approval of the Competent Authority.

  
Registrar (I/c)

**To (for implementation with immediate effect):**

1. Office of Executive Engineer / Estate Section
2. Office of Assistant Registrar (Purchase / Store)

**Copy to:**

1. Office of Vice Chancellor – for information of Hon'ble Vice Chancellor pl.
2. All Deans
3. All HoDs
4. All Faculty
5. All Non-teaching
6. Establishment Section – for circular retention/record file

**Standard Operating Procedure (SOP) for Inventory Module under ERP**

**Dashboard** of Inventory Management System shows the details of Inventory that are being added to the system. The following information is available in the inventory module dashboard:

1. Recent Activity (Logs of Inventory)
2. Number of total Inventory
3. Details of both Consumable and Non-Consumable items.

**Inventory Categories:** The inventory module will have these major categories.:

1. **Item Induction:** Consumables/Non-consumables items will be inducted in the inventory system with details like vendor details, item category, item type, date, order number etc. with facility to upload attachments. After induction of the item user can generate a report in pdf. An induction code/barcode will be also generated which can be placed at the item for proper identification.
2. **Item allotment:** It allows allot/issue the item to the concerned staff/department with proper approvals which purely on role-based architecture. After allotment of the item user can generate a report in pdf. An allotment code/barcode will be also generated which can be placed at the item for proper identification.
3. **Reports:** User can generate report as per the permissions. Reports will be categorized as:
  - Category wise report. (consumables/non-Consumables)
  - Item wise report
  - Date wise report
  - Department/ section wise report
  - Inventory balance report.
  - Low balance alert with report to the store officer and store keeper.
4. **Search based system:** User as per the permission can search the inventory for any item issued or not issued

**Issue procedure of Inventory:**

- All Users will have the functionality to raise an indent or request for Item to be issued from store; An indent form (in pdf) will be also be generated for reference;
  - Once the request is raised, it will go to the next level of reporting like HOD followed by Store officer, and Store keeper;
  - Reporting officer will receive notification on ERP window against the request from user;
  - If reporting officer/ store officer rejects the requisition request, the information will go to the user as notification in ERP window;
  - Store section based on the availability in the stores, will check the inventory and issue the item after appropriate approvals;
  - After issue of item to user, inventory in the system will be updated.
-



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F149./2023/1354

**OFFICE ORDER**

Date:  
25 JUL 2023

The University has adopted the UGC Regulations, 2018 as resolved by the Executive Council vide agenda item 33-4.6. The UGC Regulations requires Annual Performance Appraisal Report (APAR) for teachers of the University. In this connection, an APAR Format is enclosed and being distributed to all faculty members at the Central University of Rajasthan. The APAR process has to be completed as per the following schedule:

Sn.	Activity	Date by Which to be Completed
1.	Distribution of Blank APAR Forms (through e-mail) to Teachers	from date of issue of the Office Order
2.	Submission of Self-appraisal to Reporting Officer by a Teacher	31.08.2023
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30.09.2023
4.	Report to be Completed by Reviewing Officer and to be sent to Administration (Establishment Section)	15.11.2023

2. The Reporting Officer of an employee, will be the superior under whom the employee rendered his/her services and the Reviewing Officer will be the superior of the Reporting Officer, as the case may be. The Reporting/Reviewing Authority can write/review the APAR of a Government servant for at least an experience of three months of work and conduct of an employee reported upon.

3. In case of employee reported upon is a member of Scheduled Castes/Scheduled Tribes, the Reviewing Officer should specifically indicate whether the attitude of Reporting Officer in assessing the performance of SC/ST employee, has been fair and just.

4. All the Reporting Officers are requested to receive the filled-in APAR Form from teaching staff under their Headship and submit the same to the Reviewing Officer with comments. The Reviewing Officer shall send the APARs alongwith a forwarding Note to the office of the Registrar.

5. The APAR Form for the Academic Year 2022-23(June-July) duly filled-in and signed by the concerned official (Teacher and Reporting/ Reviewing Officer) should be submitted in a closed envelop superscribed as "CONFIDENTIAL : APAR (TEACHING) FOR ACADEMIC YEAR ....." on the top and NAME OF TEACHER, REPORTING OFFICER & REVIEWING OFFICER with date of submission be written on the envelope.

6. Separate APAR Form should be submitted for a period of supervision for more than three months (if any) to the concerned Reporting Officer. All teachers, Reporting Officers and Reviewing Officers are requested to strictly adhere to the date schedule for submission and timely processing of APARs.

7. In case of any doubts/queries about filling-up of APARs, the concerned Reporting/Reviewing Officer etc. may please feel free to contact the Assistant Registrar (Esst.) in this regard.

- This issues with the approval of the Competent Authority.  
Hindi Version will follow.

Registrar(I/c)

**Encl. : As above - APAR Form (For Faculty Members)**

**Copy for information and necessary action:**

1. Office of Hon. Vice Chancellor
2. Office of the Registrar,
3. Office of the Director (IQAC)
4. All Deans of the Schools of Studies
5. All Heads / Coordinators of Academic Departments
6. All Regular Teaching Employees
7. Hindi Officer – to arrange to issue Hindi version of the Office Order
8. Concerned File

----- <Tear from Here / To Be Pasted on the Envelope> -----

Name of Teacher .....	Name of Reporting Officer:	Name of Reviewing Officer:
.....	.....	.....
Date of Submission .....	Date of Submission: .....	Date of Submission: .....
To Reporting Officer .....	To Reviewing Officer: .....	to the Establishment Section
.....	.....	



No. : CURAJ/R/F.150/2023/1582

8 AUG 2023  
Date:

**OFFICE ORDER**

This is to inform that on the occasion of the 77<sup>th</sup> Independence Day, the exhibition on "Freedom Struggle of India, 1757-1947" with the support of ICHR will be displayed from August 15, 2023 to August 22, 2023 at the lobby area of the Administrative Building, Central University of Rajasthan.

For smooth conduct of the said exhibition, the following duties/responsibilities are hereby assigned as details given below:

S. No.	Duties / Responsibilities	Assigned to
1.	Erection of display boards, Lighting, Carpeting for the exhibition	Estate Section
2.	Invitation to Local Community and Coordination	Public Relation Officer
3.	P.A. System/AV arrangement	System Analyst, ICT Cell
4.	Photography/Videography	HoD, CMS Department
5.	Overall supervision with the following responsibility a) Banners for the programme b) Decorations, aesthetic view etc. c) To coordinate with the ICHR Members	Dr. Hari Singh Parihar, Joint Registrar

This is issued with the approval of the Competent Authority.

  
(Pradeep Agarwal)  
Registrar (I/c)

Copy for information / necessary action:

1. Office of the Vice Chancellor, CURaj - for info of HVC please.
2. Office of Finance Officer, CURaj
3. All concerned (as per above table) – To ensure the assigned task should be completed within stipulated time. In case any difficulty, may discuss to the undersigned.
4. Guard / Despatch File





No.: CURAJ/R/F.150/Estt./2023/ 1704

Date: 21 AUG 2023

**अधिसूचना / NOTIFICATION**

एतद्वारा सभी संबंधितों को सूचित किया जाता है कि डॉ. लक्ष्मण माधवराव वाघमारे ने राजस्थान केन्द्रीय विश्वविद्यालय में निदेशक (अनुसंधान एवं विकास) के पद पर पूर्णतः अनुबंध आधार पर दिनांक 03.07.2023 (पूर्वाह्न) को कार्यग्रहण कर लिया है। यह नियुक्ति कार्यग्रहण दिनांक से दो वर्ष के लिए अथवा आगामी आदेश तक, जो भी पहले हो, तक मान्य होगी। अन्य नियम और शर्तें, नियुक्ति आदेश और लागू नियमों के अनुसार होगी।

It is hereby notified for information of all concerned that Dr. Laxman Madhavrao Waghmare has joined the Central University of Rajasthan as Director (Research and Development) on 03.07.2023 (F/N) on purely contract basis. This appointment is valid for a period of two years with effect from date of joining or till further orders, whichever is earlier. Other terms and conditions shall be as per the order of the appointment and applicable rules.

कुलसचिव (प्र.) / Registrar (I/c)

**प्रतिलिपि:**

1. निजी सचिव, कार्यालय कुलपति महोदय
2. कार्यालय कुलसचिव/ वित्त अधिकारी/ परीक्षा नियंत्रक/ पुस्तकालयाध्यक्ष
3. कार्यालय अधिष्ठाता (अकादमिक)/ अधिष्ठाता (शोध)/ अधिष्ठाता (छात्र कल्याण)
4. कार्यालय अधिष्ठाता (ARCI)/ निदेशक (IQAC)
5. कार्यालय कुलानुशासक/ चीफ वार्डन/ संयुक्त कुलसचिव-II
6. अधिष्ठाता, सभी अध्ययन केन्द्र / विभागाध्यक्ष, सभी शैक्षणिक विभाग
7. डॉ. लक्ष्मण माधवराव वाघमारे, निदेशक (अनुसंधान एवं विकास)  
(Employee ID 237023)
8. प्रभारी, समर्थ पोर्टल (समर्थ पोर्टल में पंजीकरण के लिए आवश्यक कार्रवाई हेतु)
9. भर्ती प्रकोष्ठ - सूचनार्थ हेतु
10. लेखा एवं वित्त शाखा/ वेतन क्लर्क
11. व्यक्तिगत फाईल/ स्थापना शाखा
12. वेब प्रशासक ([webadmin@curaj.ac.in](mailto:webadmin@curaj.ac.in)) विश्वविद्यालय की वेबसाईट के अद्यतन हेतु
13. केन्द्रीय पुस्तकालय
14. सम्पदा अनुभाग
15. गार्ड फाईल/ डिस्पैचर फाईल



No.: CURAJ/R/F. 150/Estt./2023/ 1708

Date:  
21 AUG 2023अधिसूचना / NOTIFICATION

एतद्वारा सभी संबंधितों को सूचित किया जाता है कि श्री अर्चित गोयल ने राजस्थान केन्द्रीय विश्वविद्यालय में सहायक (लेखा) के पद पर संविदा आधार पर दिनांक 27.06.2023 (अपराह) को कार्यग्रहण कर लिया है। यह नियुक्ति कार्यग्रहण तिथि से एक वर्ष के लिए अथवा आगामी आदेश, जो भी पहले हो, तक मान्य होगी।

It is hereby notified for information of all concerned that Mr. Archit Goyal has joined on the post of Assistant (Accounts) in the Central University of Rajasthan on 27.06.2023 (A/N) on contractual basis, for a period of one year or till further orders, whichever is earlier, w.e.f. date of joining.

कुलसचिव (प्र.) / Registrar (I/c)

प्रतिलिपि:

1. कार्यालय, माननीय कुलपति महोदय
2. अधिष्ठाता, सभी अध्ययन केन्द्र
3. कार्यालय, अधिष्ठाता (अकादमिक) / (शोध)
4. कार्यालय, कुलसचिव / वित्त अधिकारी / परीक्षा नियंत्रक / पुस्तकालयाध्यक्ष
5. कार्यालय, कुलानुशासक / चीफ वार्डन / अधिष्ठाता (छात्र कल्याण)
6. अधिष्ठाता, सभी अध्ययन केन्द्र / विभागाध्यक्ष, सभी शैक्षणिक विभाग
7. श्री अर्चित गोयल, सहायक (लेखा), रा.के.वि.वि.
8. लेखा एवं वित्त शाखा / वेतन क्लर्क
9. व्यक्तिगत फाईल / स्थापना शाखा
10. वेब प्रशासक ([webadmin@curaj.ac.in](mailto:webadmin@curaj.ac.in)) विश्वविद्यालय की वेबसाईट के अद्यतन हेतु
11. केन्द्रीय पुस्तकालय
12. गार्ड फाईल / डिस्पैचर फाईल



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan  
एन.एच. 8, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राजस्थान)  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer (Rajasthan)



No.: CURAJ/R/F. 150/2023/ 1720

Date :

21 AUG 2023

**OFFICE ORDER**

Consequent upon tendering resignation request dated 28.06.2023, Dr. Nidhi Pareek is hereby permitted to get relieved from the post of Associate Professor, Department of Sports Biosciences on 21.08.2023 (AN) and accordingly, she will join back the post of Assistant Professor, Department of Microbiology w.e.f. 22.08.2023 (FN) for which lien is maintained.

2. This is issued with the approval of the competent authority.

Registrar (I/c)

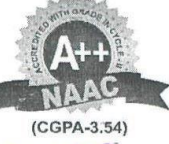
Copy to:

1. Office of the Hon'ble Vice Chancellor.
2. Office of the Registrar/Finance Officer/CoE/Librarian.
3. All Deans of the Schools of Studies.
4. Dean, School of Life Sciences.
5. Dean, Sports Sciences.
6. Office of the Chief Warden/Proctor.
7. All Heads/Coordinators of Academic Departments.
8. Head, Department of Microbiology.
9. Head, Department of Sports Biosciences.
10. All Officers/Section In-charge.
11. Dr. Nidhi Pareek.
12. AR, Recruitment Cell.
13. Concerned File of Estt Section.





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 150/Estt./2023/1968

Date: 6 SEP 2023

**OFFICE ORDER**

All concerned are hereby informed that Prof. L. M. Waghmare, Director (Research & Development) has been entrusted the responsibilities of the Research & Development Cell, with immediate effect, till further orders.

The Director (R & D) will oversee portfolio related to the promotion of research, Ph.D. programs, and research project-related tasks in accordance with the UGC Guidelines for the Establishment of Research & Development Cell in Higher Education Institutions.

This is issued in supersession of Office order No. CURaj/R/F.60/2014-15/1892 dated 04.09.2014, Office order No. CURaj/R/F.70/2015-16/1956 dated 10.08.2015 and Office order No. CURaj/R/F.115/2019/3099 dated 31.10.2019.

This issues with the approval of the Competent Authority.

Hindi version will follow.

Registrar (I/c)

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

1. Office of the Hon'ble Vice Chancellor (for information pl.)
2. Office of the Registrar/ Finance Officers/ CoE/ Librarian
3. Office of the Dean (Academics)/ Dean (Research)/ Dean (ARCI)/ DSW
4. Director (IQAC)/ (R&D)
5. Dean, School of Engineering & Technology
6. All Deans of the School of Studies
7. Head/ Coordinator, Department of Vocational Studies and Skill Development
8. All Heads/Coordinators of the Departments
9. Prof. L.M. Waghmare- *with a request to take over the charge*
10. Prof. Manish Dev Shrimali - *with a request to hand over the charge*
11. All Officers/ Section Incharge
12. All Teaching and Non-Teaching Staff Members
13. Rajbhasha Cell
14. Web Admin ([www.curaj.ac.in](http://www.curaj.ac.in)) with request to update/ upload on University website
15. Guard/ Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F/50/2023/1988

Date: 11 SEP 2023

**OFFICE ORDER**

It is to inform to all concerned that Dr. Neha Singh, Assistant Professor, Department of Sports Bioscience is hereby designated as Coordinator of the Department of Sports Bioscience under the School of Sports Sciences, with immediate effect. She will take care of responsibility of Coordinator of the Department in addition to her present duties in the University, till further orders.

As a Coordinator of the above Department, Dr. Neha Singh will report to the Dean, School of Sports Sciences for smooth functioning of the Department.

This issues with the approval of the Competent Authority.

Hindi Version will follow.

Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean- Academics/ Research/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Sports Sciences
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Dr. Neha Singh- *with a request to take over the charge of Coordinator*
10. All Officers / Section Incharge
11. Web Admin – *with request to update the University website*
12. Concerned File / Estt. Section
13. Guard / Dispatch file



No. : CURAJ/R/F.150/2023/2258

**OFFICE ORDER**

Date:

**25 SEP 2023**

This has reference to the University's Rules for allotment of residence (Houses) in Central University of Rajasthan, the license fee for University Staff Quarters (Type B, Type C, Type D, Type-III and Type-II) has been revised with effect from 01.07.2023 as per details given below:

S. No.	Type of Staff Quarter	Existing amount of license fee (per month)	Revised amount of license fee (per month) w.e.f. 01.07.2023	Charges for servant room (wherever applicable)	
				Existing amount (per month)	Revised Amount
1.	Type B	2580	3040	Rs. 80	Rs. 90
2.	Type C	1840	2170	--- N.A. ---	--- N.A. ---
3.	Type D	1490	1750	--- N.A. ---	--- N.A. ---
4.	Type III	----	660	--- N.A. ---	--- N.A. ---
5.	Type II	----	440	--- N.A. ---	--- N.A. ---

In addition to the above, fixed charges of Rs. 500/- per month for water consumption and Rs. 10/- per unit (KWH) for electricity charges on actual consumption shall be recovered from respective allottee of each Staff Quarter.

Accordingly, the recovery of amount with effect from 01.07.2023 from the concerned allottees of each type of staff quarters shall be made as per the revised rate of license fee and an additional recovery of Rs. 90/- shall be made from the allottees of Type-D Staff Quarter for period of 01.07.2020 to 30.06.2023.

This issues with the approval of the Competent Authority.

(Pradeep Agarwal)  
Registrar (I/c)

कुलसचिव / Registrar

केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

Copy for information / necessary action:

1. Office of the Vice Chancellor, CURaj - For information of HVC please
2. Office of the Finance Officer, CURaj
3. Chairperson, House Allotment Committee, CURaj
4. Assistant Registrar, Establishment Section, CURaj
5. All Teaching and Non-Teaching Staff, CURaj
6. Executive Engineer / Estate Section, CURaj
7. Guard / Despatch File, CURaj





राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

सं./No.: CURAJ/R/F.154/2023/ 2530

दिनांक/Date:  
18 OCT 2023

**OFFICE ORDER**

In partial modification of this Office Order No. CURAJ/R/F.133/ 2022/ 2571 dated 06.01.2022, it is to inform all concerned that Dr. Kanak Sharma, Assistant Professor, Department of Education is hereby appointed as Assistant Proctor (in place of Dr. Sushila Kumar Soriya, relieved from University services), to assist the Proctor, with immediate effect.

The above assignment shall be in addition to her present duties in the University. This assignment is for a period of three years or till further orders, whichever is earlier.

This is issued as per orders of the Competent Authority.

Registrar (I/c)

To

Dr. Kanak Sharma  
Assistant Professor, Department of Education  
Central University of Rajasthan

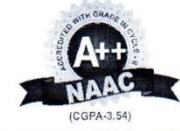
Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)
5. Prof. Laxmi Kant Sharma, Proctor
6. Office of the Chief Warden/ DSW
7. All Heads/Coordinators of Academic Departments
8. All Officers / Section Incharge
9. Mr. Ravi Raj Choudhary, Assistant Professor, Computer Science & Deputy Proctor
10. Dr. C. Jeevan Kumar, Assistant Professor, PPLG & Assistant Proctor
11. Establishment Section – for information and circular retention file
12. Guard/ Dispatch file





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



Category - I University

No. : CURAJ/R/F.152/2023/ 2572

Date:

20 OCT 2023

OFFICE ORDER

Internal Committees were notified vide Office Order no. CURAJ/R/F.150/2023/1773 dt. 25.08.2023. In continuation of the same, the women cell is constituted as follows:

<b>1. Women Cell:</b> The Women Cell for the Academic Session 2023-24 is constituted as under for a term of One Year:	
Chairperson	Dr. Pragati Jain
Members	1. Dr. Rina Ram Kishore Godara 2. Dr. Wairopam Premi Devi 3. Dr. Nithya Prem S R
Member Secretary	Dr. Seema Gopinath

The objective of the cell is welfare of women employees (faculty and staff) and students of the University.

The Chairperson and Member-Secretary are requested to prepare the guidelines, functions, activities, and format for submission of report.

This is issued with the approval of Hon'ble Vice Chancellor.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan  
NH-8, Bandarsindri, Teh.-Kishangarh  
Pin-305 817 Distt.-Ajmer (Rajasthan)

Copy for information and necessary action to:

1. Office of the Vice Chancellor
2. Office of the Registrar/ Finance Officer / Controller of Examinations/ Librarian
3. Office of the Dean Academics / Research / Director (R &D)
4. All Deans of the Schools of Studies
5. Office of the Dean of Students' Welfare / Proctor / Chief Warden
6. All Conveners/Member Secretary of the Internal Committees
7. All HoDs / Coordinators of Academic Departments
8. All Administrative Officers
9. All Section In-charge
10. All Teaching & Non-teaching Staff
11. Website Administrator – with request to update the University website
12. Guard / Dispatch File

D

राजस्थान केन्द्रीय विश्वविद्यालय



Central University of Rajasthan

No.: CURAJ/R/F. 152 /2023/ 2729

Date : 31/10/2023

**OFFICE ORDER**

The Charge of the Registrar is hereby entrusted upon to Prof. Vipin Kumar with immediate effect, till further orders.

Meanwhile, the senior most Professor of Department of Pharmacy will look after the Headship of Department of Pharmacy during the charge of Registrar by Prof. Vipin Kumar.

This is issued with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon'ble Vice Chancellor- for information of HVC.
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Director (R&D)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of the Schools of Studies.
6. All Heads/Coordinators of Academic Departments.
7. All Officers/Section In-charge.
8. All Teaching & Non-Teaching Staff.
9. Prof. Vipin Kumar, Deptt. of Pharmacy.
10. Sh. Pradeep Agarwal, Finance Officer.
11. Web Admin- with request to update the University website (www.curaj.ac.in)
12. Concerned File/Estt. Section
13. Guard/Despatcher File



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

**Central University of Rajasthan**

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R.F.152/2023/2840


Date: 10-11-2023

### OFFICE ORDER

On the occasion of Deepawali festival, Gazetted Holiday is being observed on Sunday, the 12<sup>th</sup> November, 2023, as per GOI instructions.

To ensure that the University staff enjoy this important festival to its fullest and considering the welfare of the staff, it has been decided that 13<sup>th</sup> and 14<sup>th</sup> November, 2023 (Monday & Tuesday) will be observed as Non Working Day. In lieu of this, 2<sup>nd</sup> and 9<sup>th</sup> December, 2023 (Saturdays) will be Working Days in the University.

This is issued as per approval of the Competent Authority.

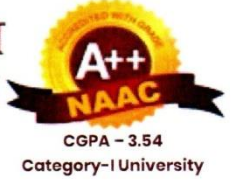
  
Registrar (A/c)  
कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

#### **Copy for information and necessary action:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
4. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
5. All Deans of the Schools of Studies
6. All Heads/Coordinators of Academic Departments
7. All Officers/ Section Incharge
8. All Teaching/ Non-Teaching Staff
9. All Students
10. Guard / Dispatcher File



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.152/2023/2907

Date: 20 NOV 2023

**Office Order**

It is notified for information of all concerned that Prof. L. M. Waghmare, Director (Research & Development), Central University of Rajasthan, has been entrusted the responsibilities of the Director, Internal Quality Assurance Cell (IQAC) of Central University of Rajasthan with immediate effect, till further orders.

This issues with the approval of the Competent Authority.

Registrar (I/c)  
कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

Copy for information and necessary action to:

1. Office of the Hon'ble Vice Chancellor (for information Pl.)
2. Office of the Registrar/ Finance Officers/ COE/ Librarian
3. Office of the Dean (Academics)/ DSW
4. Director (IQAC)/ (R&D)
5. All Deans of the School of Studies
6. All Heads/Coordinators of the Departments
7. Prof. L.M. Waghmare- with a request to take over the charge
8. All Officers/ Section Incharge
9. All Teaching and Non-Teaching Staff Members
10. Rajbhasha Cell
11. Web Admin (www.curaj.ac.in) with request to update/ upload on University website
12. Guard/ Dispatch File





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



CGPA - 3.54  
Category-I University

No. : CURAJ/R/F.152/2023/ 2910

Date: 20 NOV 2023

**Office Order of School Level IQAC**

It is information of all concerned that School Level IQAC has been formed, and the constitution of the same is as follows:

1. Dean of the School will be the Chairman of IQAC
2. Heads of all Departments in the concerned School will be members of IQAC at School
3. Chairman of IQAC at School level may invite one/two faculty members for meeting as and when required.

**The objective of the school level IQAC committee will be as follows:**

- IQAC at School shall be responsible for collection of data in the required format, its verification and validation, supporting documents etc.
- The said committee will meet at least once in a month, update the data and maintain records of meetings.
- Data collected/updated shall be sent to the IQAC at University level alongwith documents.

This issues with the approval of the Competent Authority.

  
कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan  
Registrar (I/c)

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

1. Office of the Hon'ble Vice Chancellor (for information Pl.)
2. Office of the Registrar/ Finance Officers/ COE/ Librarian
3. Office of the Dean (Academics)/ DSW
4. Director (IQAC)/ (R&D)
5. All Deans of the School of Studies
6. All Heads/Coordinators of the Departments
7. Prof. L.M. Waghmare- with a request to take over the charge
8. All Officers/ Section Incharge
9. All Teaching and Non-Teaching Staff Members
10. Guard/ Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 153/2023/ 3063

Date:  
4 DEC 2023

**OFFICE ORDER**

It is for information of all concerned that Prof. S.N. Ambedkar, Department of Public Policy, Law and Governance is hereby nominated as member of the Academic Council by the Vice Chancellor, in capacity of Professor under Statute 13 (1) (v) with immediate effect.

Prof. S.N. Ambedkar, holding the additional charge as Librarian is already a member of Academic Council under Statute 13 (2) Librarian (Ex-Officio). His name<sup>was</sup> supposed to be included in capacity of Professor under Statute 13 (1) (v) after his responsibilities as Librarian Incharge ends.

This issues with the approval of the Competent Authority.

Registrar (I/c)  
Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To

Prof. S.N. Ambedkar,  
Professor, Department of Public Policy, Law and Governance.  
Central University of Rajasthan

Copy for information to:

1. Office of Hon. Vice Chancellor - for info pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
4. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
5. All Deans of the Schools of Studies
6. All Heads/Coordinators of Academic Departments
7. All Officers/ Section Incharge
8. Guard / Dispatcher File





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 153/2023/3064

Date:

4 DEC 2023

**OFFICE ORDER**

It is for information of all concerned that Dr. Devendra Rankawat, Assistant Professor, Department of English is hereby appointed as a member of Academic Council by the Vice Chancellor under Statute 13 (1) (vii), with immediate effect for a maximum period of three years or till further orders, whichever is earlier.

This issues with the approval of the Competent Authority.

Registrar (I/c)  
कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To

Dr. Devendra Rankawat,  
Assistant Professor, Department of English  
Central University of Rajasthan

Copy for information to:

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
4. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
5. All Deans of the Schools of Studies
6. All Heads/Coordinators of Academic Departments
7. Dr. Janmejy Pandey, Assistant Professor, Department of Biotechnology- *University appreciates your contribution to Academic Council during your membership.*
8. All Officers/ Section Incharge
9. Guard / Dispatcher File



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 153/2023/ 3065

Date:

4 DEC 2023

**OFFICE ORDER**

It is for information of all concerned that Dr. Gaurav Somani, Assistant Professor, Department of Computer Science & Engineering is hereby appointed as a member of Academic Council by the Vice Chancellor under Statute 13 (1) (vii), with immediate effect for a maximum period of three years or till further orders, whichever is earlier.

This issues with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To

Dr. Gaurav Somani,  
Assistant Professor, Department of Computer Science & Engineering  
Central University of Rajasthan

Copy for information to:

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
4. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
5. All Deans of the Schools of Studies
6. All Heads/Coordinators of Academic Departments
7. Dr. Deeksha Tripathi, Assistant Professor, Department of Microbiology- *University appreciates your contribution to Academic Council during your membership.*
8. All Officers/ Section Incharge
9. Guard / Dispatcher File

**CENTRAL UNIVERSITY OF RAJASTHAN**

NH-8, Bandar Sindri, Kishangarh  
Dist-Ajmer-305817, Rajasthan [INDIA]

No. CURAJ/R/FIS3/3329

Date: 21/12/2023

**OFFICE ORDER**

Audit team from the Office of the Principal Director of Audit (Central), Branch Office Jaipur, Rajasthan will start the compliance/transaction audit of the records of the University for the period from 26/12/2023 to 05/01/2024. Records are to be produced for the F.Y. 2022-23 (From 01/04/2022 to 31/03/2023).

For providing the information & other logistic support to audit, the following officials are nominated:

Sr. No.	Department/Section	Name of Official
1	Registrar Office	Mr. Seva Ram Kumawat, Personal Assistant
2	Information and record of Library	To be nominated by Librarian
3	Information related to Establishment	Mr. Inderpal, Section Officer
4	Information and record of Accounts Section	Mr. Pradeep Garg, Section Officer Mr. Puneet Agarwal, Assistant Mr. Pawan Kumar Sharma, LDC
5	To assist with the Audit Team	Mr. P. S. Nathawat, IAO Mr. Pradeep Garg, Section Officer Mr. Manish Wadhvani, LDC
6	Estate Section	Mr. Sultan Singh, Executive Engineer
7	Purchase Section & Store	Mr. Shyam Singh, Assistant Registrar
8	Sponsored Project	To be nominated by Dean (Research)
9	Academic Section	To be nominated by Dean (Academics)
10	Proctor Office	To be nominated by Proctor
11	DSW Office	To be nominated by DSW
12	Chief Warden Office	To be nominated by Chief Warden
13	JR-II Office	To be nominated by Joint Registrar – II
14	PRO Office	Mrs. Anuradha Mittal, PRO
15	All Academic Departments	To be nominated by HoD's/co-ordinator's
16	Other Activities/other Sections	To be nominated by Head/Incharge of concerned Sections
17	Office arrangement & Attendant	To be nominated by Registrar – Mrs. Sumitra Devi, MTS

This is issued with the approval of Competent Authority.

  
Registrar (I/c)

**REGISTRAR**

Central University of Rajasthan  
N.H.-8, Bandar Sindri, Teh. Kishangarh  
PIN-305 817 Dist. Ajmer (Rajasthan) INDIA

Copy to:

1. Office of Hon. Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of the Dean-Academic/Director-Research
4. All Deans of the Schools
5. All HoDs/Coordinators of Academic Departments
6. Office of the DSW/Chief Warden/Proctor
7. Joint Registrar-II/Internal Audit Officer
8. Executive Engineer/Public Relation Officer/Medical Officer
9. All Concerned/All Section in-charge
10. Guard/Dispatch File





राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.153/2024/3415

Date: 2 JAN 2024

**CIRCULAR**

**(Celebration of National Youth Day  
SRIJAN 2023-24: Annual Sports and Cultural Fest)**

National Youth Day, also known as **Swami Vivekananda Jayanti**, is celebrated on 12<sup>th</sup> January every year, to honour the birthday of Swami Vivekananda. It is to inform that the university has decided to celebrate **National Youth Day** by organising **SRIJAN 2023-24: (Annual Sports & Cultural Fest)** from 12<sup>th</sup> -14<sup>th</sup> January, 2024.

Sports and Cultural Annual Fest is comprising of various sports and cultural activities. This event promises to be a spectacular showcase of talent, energy and enthusiasm.

A **Youva Sankalp Rally (Cultural and Sports Procession)** will be organised on January 12, 2024 to **inaugurate the SRIJAN 2023-2024**. This procession will be a gathering of all Students, Deans, Heads, Officers Teachers, Non-Teaching Staff, nearby Villagers, Students and Staff of Kendriya Vidyalaya, Employees of Bank of India, all residents of CURAJ including families, local vendors, and local workers. The procession will start from University Gate No. 03 at 09.30 AM and will end at University Central Auditorium.

This procession would be led by the youth of CURAJ with various cultural and sports performances. To promote enthusiasm, courage and unity among all, we request you all to participate in this rally.

The procession will be followed by the following programmes:

S.No	Programme	Venue
1	Inauguration ceremony of SRIJAN 2023-24	University Central Auditorium
2	Inauguration of book exhibition and exhibition on highlighting the journey of Swami Vivekananda's life.	Outside University Central Auditorium
3	Inauguration of Sports Event	Hockey Ground near Helipad

On this occasion of National Youth Day, all the members of CURAJ will unite and give a call for nationalism and present a great example of national unity. So, let us make a big contribution to turn this opportunity into an example.

You are requested to join the event in traditional dresses representing the various states and culture to showcase our talents and celebrate the cultural diversity.

Let's come together to make this event a grand success. Looking forward to your active participation and a memorable **National Youth Day and SRIJAN**.

All Heads of Sections/Departments to ensure presence of respective staff/ students during this event.



Registrar (I/c)  
पुस्तकालय / Registrar  
राजस्थान केंद्रीय विश्वविद्यालय  
Central University of Rajasthan

To,

1. All Deans of the Schools of Studies
2. All Heads/Coordinators of Academic Departments
3. All Teaching and Non-teaching Staff
4. All Officers / Section Incharge
5. The Principal, Kendriya Vidyalaya
6. The Branch Manager, Bank of India
7. All the Students
8. Vendors of all Shops

Copy to:

1. Vice Chancellor's Secretariat – for information of Hon'ble Vice Chancellor pl.
2. Chairman, Games & Sports Committee
3. Chairman, Cultural Committee



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.153/2024/3475

Date: 8 JAN 2024

**OFFICE ORDER**

Under the relevant provisions of CCS (Conduct) Rules, 1964, all Government servants are required to submit the Annual Property Returns (APR) every year to the Competent Authority, giving full particulars of immovable property inherited by him/her or owned or acquired by him/her on lease or mortgage either in his/her own name or in the name of any members of his/her family or in the name of any other persons.

In compliance to the above, all Group A, B and C employees are requested to submit their Annual Property Returns (Immovable) **as on 31.12.2023** to the office of the Establishment Section **on or before 31.01.2024** positively, in the prescribed proforma (Form No. I enclosed).

As the filing of Annual Property Returns (APR) within the stipulated time period is mandatory, it is also informed that the matter involving Vigilance Clearance (e.g. Forwarding application for employment elsewhere through proper channel/NOC for attending written examination/interview & relieving from the post, NOC for obtaining passport/visa to visit abroad, deputation, promotion etc.) **will not be considered** by the University as per Govt. of India directives, for those who have not submitted the requisite APR.

The University may notify on its website about the fact of submission of such Annual Property Returns (APR) by the employees and also the names of employees who fail to submit the said Return within the stipulated time. The action taken in this regard may also be intimated to the CVO from time to time.

Registrar (I/c)  
कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

**Encl. :** As above (Form No. I)

**Copy to (for information / necessary action):**

1. Office of Hon. Vice Chancellor, CURaj
2. Office of the Registrar / Assistant Registrar (Estt.), CURaj
3. Chief Vigilance Officer, CURaj
4. All Teaching & Non-teaching Employees (Group A, B, C), CURaj
5. Web Administrator – to upload this circular on University website
6. Guard/Despatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
(राजस्थान केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के तहत स्थापित)  
बान्दरसिंदरी, एन.एच.-8, किशानगढ़, जिला अजमेर (राज.)



**Central University of Rajasthan**  
(Established under the Central Universities Act, 2009)  
Bandarsindri, N.H.-8, Kishangarh, Distt.- Ajmer (Raj.)

**प्रपत्र-01 / Form No. I**

**अचल सम्पत्तियों का विवरण / Statement of Immovable Property**

**31 दिसम्बर, ..... को / As on the 31<sup>st</sup> December, 20.....**

(उदा. भूमि, मकान, दुकान, अन्य बिल्डिंग, आदि) / (e.g. Lands, House, Shops, Other buildings, etc.)

क्र. सं. Sl. No.	सम्पत्तियों का विवरण Description of property	स्पष्ट स्थान (जिला, संभाग, तालुक एवं गांव का नाम जिसमें सम्पत्ति विद्यमान है एवं साथ ही विशिष्ट संख्या आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.	भूमि का क्षेत्र (भूमि व भवन की स्थिति में) Area of land (in case of land and buildings)	भूमि की प्रकृति भूमि-सम्पत्ति की स्थिति में Nature of land in case of landed property	सम्पत्ति में हिस्सा Extent of interest	यदि स्वयं के नाम पर नहीं है तो जिसके नाम से है, उसका नाम व पता एवं सरकारी कर्मचारी से रिश्ता If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

:: 2 ::

अभिग्रहण की तिथि Date of acquisition	कैसे प्राप्त की (क्या उक्त सम्पत्ति खरीद से, बंधक में, पट्टे में, विरासत में, उपहारस्वरूप या अन्य प्रकार से प्राप्त हुई है?) एवं व्यक्ति का नाम व विवरण जिससे प्राप्त की है (संबंधित व्यक्ति का पता व सरकारी कर्मचारी से संबंध, यदि हो) कृपया नोट 1 देखें। How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	सम्पत्ति का मूल्य (नीचे नोट 2 देखें) Value of the property (see Note 2 below)	विहित प्राधिकारी की स्वीकृति का विवरण Particulars of sanction of prescribed authority, if any	संपत्ति से प्राप्त कुल वार्षिक आय Total Annual income from the property	टिप्पणियाँ Remarks
8	9	10	11	12	13

दिनांक Date: .....

स्थान Place: .....

हस्ताक्षर Signature: .....

नाम Name: .....

पद Designation: .....

विभाग/अनुभाग Department/Section: .....

**टिप्पणी Note:**

1. कॉलम 9 में "पट्टा" का मतलब वर्ष दर वर्ष अचल संपत्ति का पट्टा या एक वर्ष से अधिक किसी भी अवधि के लिए या एक वार्षिकी किराया आरक्षण। जहां, तथापि, सरकारी कर्मचारी से किसी व्यक्ति के अधिकारिक सौदे के फलस्वरूप अचल सम्पत्ति पर पट्टा प्राप्त किया गया हो, पट्टे की अवधि पर ध्यान दिये बिना उक्त पट्टे को उक्त कॉलम में दिखाया जाना चाहिए, चाहे वह अल्पकालिक हो या दीर्घकालिक एवं किराये के भुगतान की अवधि।

1. For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

2. कॉलम संख्या 10 में निम्नलिखित उल्लेखित करें- In Column 10, should be shown -

(अ) यदि सम्पत्ति खरीद से, बंधक या पट्टे में प्राप्त की हो तो उसके अधिग्रहण हेतु किये गये भुगतान या किरत की राशि। (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition. (ब) यदि सम्पत्ति लीज में प्राप्त की हो तो उसका कुल वार्षिकी किराया, एवं (ब) Where it has been acquired by lease, the total annual rent thereof also; and (स) यदि उक्त सम्पत्ति विरासत में, उपहारस्वरूप या अन्य प्रकार से प्राप्त हुई है तो उक्त सम्पत्ति का अनुमानित मूल्य (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.



संख्या .: रा.के.वि./एफ.153/2024/ 3475

दिनांक: 8 JAN 2024


### कार्यालय आदेश

केन्द्रीय सिविल सेवा नियमावली (आचरण),के 1964 प्रावधानों, के अनुसार सभी सरकारी कर्मचारी प्रत्येक वर्ष सक्षम प्राधिकारी को कर्मचारी द्वारा विरासत में प्राप्त अचल संपत्ति अथवा स्वयं के नाम पर अथवा परिवार के किसी सदस्य के नाम पर अथवा किसी अन्य व्यक्ति के नाम पर अर्जित अथवा पट्टा या बंधक पर अर्जित अचल संपत्ति विवरण के साथ वार्षिक संपत्ति का ब्यौरा देंगे।

उपरोक्त के अनुपालन में समूह क, ख तथा 'ग' के सभी कर्मचारियों से अनुरोध है कि वे निर्धारित प्रारूप प्रपत्र संलग्न -संख्या31.12.20 में दिनांक (23 तक की वार्षिक संपत्ति 31.01.202 रा दिनांकका ब्यौ (अचल)4 तक अथवा इसके पूर्व स्थापना कार्यालय में जमा करें।

निर्धारित समयावधि में वार्षिक संपत्ति का ब्यौरा जमा करना अनिवार्य है। यह भी सूचित किया जाता है कि भारत सरकार के निर्देशानुसार जो कर्मचारी अपेक्षित वार्षिक संपत्ति का ब्यौरा जमा नहीं करेंगे उनके सतर्कता अनापत्ति से संबंधित मामलों /त परीक्षा से आवेदन पत्र अग्रेषित करने अथवा किसी पद हेतु लिखित रोजगार हेतु उचित माध्यमार्थत अन्य) वीजा/पत्र तथा विदेश जाने के लिए पासपोर्ट-र तथा कार्यमुक्ति हेतु अनापत्ति प्रमाणसाक्षात्का, प्रतिनियुक्ति, पदोन्नति इत्यादि हेतु अनापत्ति प्रमाण विद्यालय द्वारा विचार नहीं किया जाएगा।पर विश्व (पत्र-

विश्वविद्यालय के कर्मचारियों द्वारा जमा किए गए वार्षिक संपत्ति का ब्यौरा संबंधी तथ्य तथा निर्धारित समय में जो कर्मचारी ब्यौरा जमा नहीं कर पायेंगे उनके नाम वेबसाइट पर अधिसूचित किये जा सकते हैं। इस संबंध में की गई कार्रवाई की सूचना मुख्य सतर्कता अधिकारी को समय समय पर दी जा सकती है।-

  
कुलसचिव (प्रभारी)

संलग्न प्रपत्र संख्या) नुसारउपरोक्ता :। (

#### प्रतिलिपि : (क कार्रवाई हेतुआवश्य /सूचनार्थ)

- माननीय कुलपति कार्यालय, रा .वि.वि.के.
- कुलसचिव कार्यालय/ सहायक कुलसचिव (पनास्था), रा .वि.वि.के.
- मुख्य सतर्कता अधिकारी, रा .वि.वि.के.
- सभी शैक्षिक और अशैक्षिक कर्मचारी समूह क), ख, ग(, रा .वि.वि.के.
- वेब प्रशासक विश्वविद्यालय की वेबसाइट में अपलोड करने - हेतु
- गार्ड/ प्रेषण फाइल





## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

### Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.154/2024/3677

Date: 24.01.2024

#### OFFICE ORDER

('Pariksha Pe Charcha' by Hon'ble Prime Minister of India on 29.01.2024)

It is to inform that Hon'ble Prime Minister will be directly interacting with the students, teachers and parents for another exciting edition of "Pariksha Pe Charcha-2024" on 29.01.2024 from Bharat Mandapam, Pragati Maidan, New Delhi.

2. The interaction will be broadcast live by Doordarshan, live airing on radio channels and live streaming on websites of PMO, MoE, Doordarshan, MyGov.in and Youtube Channel of MoE, Facebook Live and Swayamprabha Channels of MoE. The objective of the Live interaction programme for the benefit of the students, is to leave the exam stress behind and get inspired to do the best, with parents and teachers to help and support the students enabling them to accomplish all their dreams and goals.

3. This programme will be held in the **Seminar Hall of Academic Building Subedar Joginder Singh (4A-5) on 29.01.2024 (Monday) at 11.00 AM onwards**. All students, teachers and staff at Central University of Rajasthan, shall attend the same.

4. The following duties/responsibilities are assigned to conduct the event successfully:-

S. No.	Office / Official	Duties / Responsibilities
1.	All Dean of School of Studies and Head/Coordinators of Departments	To inform/advise the students and faculty members to ensure maximum participation To ensure to take and submit department-wise attendance of students
2.	Establishment Section	To submit the attendance of faculty and other staff members
3.	ICT Cell	Arrangement for uninterrupted Live Telecast in the University Auditorium and PA (A/V) System
4.	Public Relation Officer	Publicity through Electronic/Official Social Media Handles
5.	Joint Registrar - II	Banner and Standees for the event
6.	CMS Department	Geotagged Photography / Videography of the event
7.	Office of Executive Engineer	To ensure seating arrangement, availability of drinking Water, Uninterrupted Power Supply
8.	Medical Officer / Health Centre	To ensure availability of medical attendance / first-aid facility (if required)
9.	Security Officer	To ensure security related arrangements

5. Office of Dean (Academics), shall coordinate to ensure the overall smooth conduct of the 'Pariksha Pe Charcha' annual event at Central University of Rajasthan.

6. Necessary adjustment for scheduled classes in academic departments be made accordingly. Office of Dean (Academics) may issue instructions separately, if required, in this regard.

This is issued with the approval of the Competent Authority.

Registrar (I/c)

Registrar / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To,

1. All Concerned (as above)
2. All Deans of Schools / Head & Coordinators of Academic Departments, CURaj
3. All Officers / Section Incharge, CURaj
4. All Teaching and Non-teaching Staff, CURaj
5. All Students, CURaj

Copy to:

1. Office of Hon'ble Vice Chancellor, CURaj



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

एन.एच. 8, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राजस्थान)  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer (Rajasthan)



No.: CURAJ/R.F. 154/2024/ 3730

Date : 30 JAN 2024

**OFFICE ORDER**

The Basic Pay of the Non-teaching employees of the Central University of Rajasthan after Annual Increment as per GoI/UGC rules (7<sup>th</sup> CPC guidelines/rules), with effect from 01.01.2024, is as follows:

Sl No	Name of Employee	Designation	Date of Joining / Promotion	Pay Level	Basic Pay as on 31.12.2023	Basic Pay as on 01.01.2024 (after Annual Increment)
1.	Mr. Pradeep Kumar Agarwal	Finance Officer	22.02.2023	14	148500	153000
2.	Dr. Hari Singh Parihar	Joint Registrar	27.01.2017	13	147000	151400
3.	Mr. Sultan Singh	Executive Engineer	23.05.2016	11	83300	85800
4.	Ms. Sobhagyawati Gupta	Assistant Librarian	27.01.2012	12#	87200	89800
5.	Mr. Shyam Singh	Assistant Registrar	27.01.2017	10	67000	69000
6.	Mr. Om Kumar Karn	Hindi Officer	05.04.2017	10	67000	69000
7.	Mr. Manoj Kumar Indoria	Assistant Registrar	02.11.2018	10	65000	67000
8.	Mr. Shakti Singh Panwar	Information Scientist	24.05.2023	10	56100	57800
9.	Mr. Vikas Kumar Sinha	System Analyst	01.06.2023	10	56100	57800
10.	Mr. Pradeep Kumar Garg	Section Officer	15.03.2017	7	53600	55200
11.	Mr. Seva Ram Kumawat	Personal Assistant	26.04.2016	6	43600	44900
12.	Mr. Sanjay Gaur	Personal Assistant	03.04.2023	6	35400	36500
13.	Mr. Girdhari Lal Verma	Assistant	07.04.2017	6	42300	43600
14.	Ms. Neha Bajaj	Assistant	27.01.2017	6	42300	43600
15.	Ms. Pratima Chattraj	Assistant	10.02.2017	6	42300	43600
16.	Mr. Vineet Prakash Bishnoi	Assistant	24.05.2019	6	39900	41100
17.	Mr. Puneet Agarwal	Assistant	24.05.2019	6	39900	41100
18.	Ms. Hema Chaudhary	Assistant	29.05.2019	6	39900	41100
19.	Mr. Jahangeer Kureshi	Assistant	21.03.2020	6	38700	39900
20.	Mr. Rajesh Kumar	Junior Engineer (Civil)	26.05.2017	6	42300	43600
21.	Mr. Mohit Jamer	Senior Technical Assistant (ICT)	26.05.2017	6	42300	43600
22.	Mr. Sanjay Joshi	Senior Technical Assistant	09.02.2017	6	43600	44900
23.	Mr. Naresh Kumar Mangal	Senior Technical Assistant	06.01.2023	6	43600	44900
24.	Ms. Dipika Kumari Dangi	Nursing Officer	22.03.2023	6	35400	36500
25.	Mr. Akhilesh Tiwari	Pharmacist	16.02.2023	5	29200	30100
26.	Mr. Santosh Kumar Kumawat	Upper Division Clerk	15.03.2017	4	30500	31400
27.	Mr. Dilip Raichandani	Upper Division Clerk	30.01.2017	4	30500	31400
28.	Mr. Shiv Raj Bairwa	Upper Division Clerk	21.03.2023	4	25500	26300
29.	Mr. Aarif Khan	Laboratory Assistant	03.05.2017	4	30500	31400



30.	Mr. Pushpendra Kumar Sharma	Laboratory Assistant	01.05.2017	4	30500	31400
31.	Mr. Sandeep Sharma	Laboratory Assistant	05.05.2017	4	30500	31400
32.	Mr. Satya Narayan Rao	Laboratory Assistant	01.05.2017	4	30500	31400
33.	Mr. Giriraj Sharma	Laboratory Assistant	02.05.2017	4	30500	31400
34.	Mr. Pankaj Kumar Tailor	Laboratory Assistant	01.05.2017	4	30500	31400
35.	Mr. Vimal Kumar Jain	Laboratory Assistant	03.02.2017	4	30500	31400
36.	Mr. Dashrath Kumar Sharma	Laboratory Assistant	10.02.2017	4	30500	31400
37.	Mr. Shivji Ram Jat	Laboratory Assistant	16.02.2023	4	25500	26300
38.	Mr. Revant Kumar	Laboratory Assistant	15.03.2023	4	25500	26300
39.	Mr. Rahul Sharma	Laboratory Assistant	16.02.2023	4	25500	26300
40.	Mr. Rajendra Kumar Soni	Laboratory Assistant	24.02.2023	4	25500	26300
41.	Mr. Somyajeet Dey	Library Assistant	16.05.2016	4	27900	28700
42.	Mr. Navin Kumar Sharma	Driver (Grade II)	06.01.2023	4	29600	30500
43.	Mr. Rajveer Singh	Cook (Grade II)	27.01.2012	4	29600	30500
44.	Mr. Madhur Sagar Sharma	LDC	20.01.2016	2	24500	25200
45.	Mr. Vinod Choudhary	LDC	14.03.2017	2	23800	24500
46.	Mr. Pawan Kumar Sharma	LDC	14.03.2017	2	23800	24500
47.	Mr. Govind Kumawat	LDC	14.03.2017	2	23800	24500
48.	Mr. Lalit Bhopriya	LDC	14.03.2017	2	23800	24500
49.	Mr. Naveen Chand Sen	LDC	14.03.2017	2	23800	24500
50.	Mr. Surendra Singh Rajawat	LDC	14.03.2017	2	23800	24500
51.	Mr. Yogesh Kumar Meena	LDC	16.03.2017	2	23800	24500
52.	Mr. Gaurav Kumar	LDC	26.04.2017	2	23800	24500
53.	Mr. Mangal Chand Dhanka	LDC	06.01.2023	2	26000	26800
54.	Mr. Vishnu Kumar Gupta	LDC	16.02.2023	2	19900	20500
55.	Mr. Ravi Prakash Bohara	LDC	17.02.2023	2	19900	20500
56.	Mr. Ankit Yadav	LDC	17.02.2023	2	19900	20500
57.	Mr. Yashpal Solanki	LDC	23.03.2023	2	19900	20500
58.	Mr. Anil Jangid	LDC	01.03.2023	2	23100\$	23800
59.	Mr. Hukma Ram Meghwal	Driver	01.05.2017	2	23800	24500
60.	Mr. Nitesh Yadav	Library Attendant	15.04.2016	1	22100	22800
61.	Ms. Priya Sharma	Library Attendant	02.05.2016	1	22100	22800
62.	Mr. Sunil Kumar Jangid	Library Attendant	16.02.2023	1	18000	18500
63.	Ms. Nimisha Gupta	Library Attendant	23.03.2023	1	18000	18500
64.	Mr. Kheema Ram	Laboratory Attendant	03.05.2017	1	21500	22100
65.	Mr. Ashish Kumar Sharma	Laboratory Attendant	05.05.2017	1	21500	22100
66.	Mr. Bhagirath Ashiya	Laboratory Attendant	09.05.2017	1	21500	22100
67.	Mr. Vishnu Bansal	Laboratory Attendant	12.05.2017	1	21500	22100
68.	Mr. Bhanwra Ram Kasvan	Laboratory Attendant	16.02.2023	1	18000	18500
69.	Mr. Arkapravo Bera	Laboratory Attendant	09.03.2023	1	18000	18500
70.	Mr. Ashutosh Kumawat	Laboratory Attendant	21.02.2023	1	18000	18500
71.	Mr. Jai Singh	Hostel Attendant	01.05.2017	1	21500	22100
72.	Mr. Nathmal Tak	Hostel Attendant	03.05.2017	1	21500	22100
73.	Mr. Ashish Kumar Sharma	MTS	01.05.2017	1	21500	22100
74.	Mr. Lekhranj	MTS	01.05.2017	1	21500	22100
75.	Mr. Nitesh Jain	MTS	16.02.2023	1	18000	18500
76.	Mr. Yuvraj Singh Rathore	MTS	16.02.2023	1	18000	18500
77.	Mr. Deepak Singh	MTS	16.02.2023	1	18000	18500

2. In case, any employee is on leave on 1<sup>st</sup> working day of January 2024, the effective date of implementation of increased pay will be only from the date on which he/she resumes duty in the University.

3. The concerned employee should ensure his/her Basic Pay (before/after the increment) mentioned above, is correct. Any discrepancy may please be brought to the notice of the office of the undersigned.
4. This issues with the approval of the Competent Authority.



Registrar (I/c)

कुलसचिव / Registrar  
राजस्थान केंद्रीय विश्वविद्यालय  
Central University of Rajasthan

**Copy to :**

1. Office of the Hon'ble Vice Chancellor
2. Office of the Finance Officer
3. All Concerned Employees
4. Personal/Annual Increment/Guard File.





No.: CURAJ/R/F.<sup>154</sup> /2024/ 3804

Date: 31.01.2024

1 FEB 2024

**OFFICE ORDER  
(SPACE ALLOTMENT)**

All concerned are hereby informed that the Room No. 419 in Major Dhan Singh Thapa Academic Block (4A-6) has been allotted for the Proctor Office on temporary basis with immediate effect, till further orders.

This is issued with the approval of the Competent Authority.

(Prof. Vipin Kumar)  
Registrar (I/c)

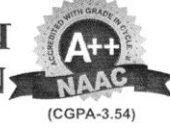
Registrar / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

Copy to:

1. Office of the Vice Chancellor, CURaj – For kind information to HVC please
2. All Officers and Section In-charge, CURaj
3. All Deans of the Schools of Studies, CURaj
4. All Heads / Coordinators of Academic Departments, CURaj
5. Space Allotment Committee, CURaj
6. All Teaching and Non-teaching staff, CURaj
7. All Students of the University, CURaj
8. Guard File / Despatcher File, CURaj



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.154/2024/ 3990

Date:  
4 FEB 2024

OFFICE ORDER

In pursuance of directives from the UGC, Dr. Manish Didwania, Controller of Examination is hereby appointed as the Coordinator/ Nodal Officer for implementation of the National Education Policy in the University.

2. He shall, henceforth directly coordinate with the UGC/ MoE for providing information/ details with regards to NEP as a single point of contact.
3. This is issued as per directions of the Competent Authority.

Registrar (I/c)

To:

Dr. Manish Didwania  
Controller of Examinations,  
Central University of Rajasthan

Copy to:

1. Office of Hon. Vice Chancellor – for kind information.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. All Deans of the Schools of Studies
4. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
5. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
6. The Chairman & Committee members of NEP Cell
7. All Heads/Coordinators of Academic Departments
8. All Officers/ Section Incharge
9. Guard / Dispatcher File



No.: CURAJ/R/Estt/F.155/2024/ 4035

Date: 15.02.2024

**OFFICE ORDER**

Consequent upon the acceptance of the resignation of Prof. J. K. Prajapat from the position of Dean of Students' Welfare (DSW), it is hereby informed to all concerned that the responsibilities of the DSW are temporarily entrusted to the Registrar of the Central University of Rajasthan until further arrangements are made.

This is issued with the approval of the Competent Authority.

Registrar (I/c)  
Central University of Rajasthan

कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

**Cc to (for information/necessary action):-**

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian, CURaj
3. Office of the Dean (Academics) /Dean (Research)/Dean (ARCI), CURaj
4. All Deans of the Schools of Studies, HoDs/ Coordinators, CURaj
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare, CURaj
6. Director, IQAC, CURaj
7. Prof. J. K. Prajapat, CURaj – with a request to hand over the charge to the Registrar
8. All Officers/ Section Incharge
9. Public Relations Officer, CURaj
10. Web Administrator, CURaj (for uploading on the University Website)
11. Guard/Despatch File



No. : CURAJ/R/F.15/2023/4050

Date: 16.02.2024

**CIRCULAR**

**(Celebration of Chhatrapati Shivaji Maharaj Jayanti)**

Chhatrapati Shivaji Maharaj Jayanti is celebrated on February 19<sup>th</sup> every year on the birth anniversary of Chhatrapati Shivaji Maharaj. This day is celebrated to remember the contributions of Chhatrapati Shivaji Maharaj, for his governance, military acumen, conquest, visionary leadership and administrative reform along with his arts and literature in India.

It is to inform all the officers, faculty, non-teaching staff and students that Chhatrapati Shivaji Maharaj Jayanti will be celebrated on February 19, 2024, at 04.00 PM in the Circular area behind the Administrative Block of the University.

On this auspicious occasion, a YUVA Shaurya Rally will be organized from flag point to circular area behind the Administrative Block.

All the Deans, HoDs and incharges of the respective sections are requested to intimate their staff and students for the same and encourage them to participate in the event.

All are requested to assemble at the Flag point by 04.00 PM to participate the YUVA Shaurya Rally on 19.02.2024.

Details of the duties assigned in this regard for successful organization of the event are attached for ready reference.

Registrar (I/c)

**Copy to:**

1. Hon'ble Vice Chancellor - for information please
2. All Deans of Schools of Studies
3. All Head/Coordinators of Academic Departments
4. All Teaching and Non-Teaching Staff
5. Public Relation Officer
6. All Students
7. Guard File

कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan





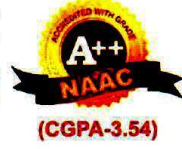
Duties assigned for Celebration of Chhatrapati Shivaji Maharaj Jayanti on  
19.02.2024 in the Central University of Rajasthan.

S. No.	Duties / Responsibilities	Concerned Team/ Person
1	Coordination of Events & Rally	1. Prof. Gajanan B Zore 2. Dr. Kumar Sambhav Pareek 3. Dr. Gajendra Singh 4. Dr. Pramod Kamble 5. Dr. Sudhir Kumar Garhwal 6. Dr. Dhananjay Kumar Tiwari 7. Dr. Rajiv M.M. 8. Dr. Jay Praksh Tripathi 9. Dr. Mahendra Sharma 10. Mr. Puneet Agrwal 11. Mr. Akshay Singh
2	Arrangement of Chairs, Stage and Podium at Venue	Estate Section
3	Installation of Banner and Cut-outs at appropriate places	Joint Registrar Office
4	Arrangement of Sound system in the event including Rall, Live Streaming	ICT Cell
5	Circulation of Programme details on social media accounts	PRO Office
6	Arrangement of Security and Flag Installation in the route of rally and near Admin Building	Security Office
7	Arrangement of Ambulance and Medical help in Rally ( if needed)	Medical Officer
9	Arrangement of Refreshment at Venue	1. Mr. Avdesh Vijay 2. Mr. Dilip Raichandani
10	Stage Decoration	1. Mr. Mahaveer Singh 2. Mr. Nand Ram 3. Mr. Lekhraj
11	Photography and Videography of Rally and Event	CMS Department





राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.155/2024/4290

Date : 03.03.2024

**OFFICE ORDER**

Consequent upon selection of Shri Inderpal to the post of Assistant Registrar in the IIT dhArwAD and his subsequent request dated 06.02.2024, he is hereby relieved upon acceptance of his technical resignation from the post of Section Officer at this University w.e.f. 03.03.2024 (A/N) to enable him to join the new assignment.

2. Shri Inderpal will retain lien at this University, for 01 year from the date of joining at the IIT dhArwAD. The lien is subject to the undertaking dated 06.02.2024 submitted by him.
3. This is issued with the approval of the Competent Authority.

  
REGISTRAR  
Central University of Rajasthan  
Registrar (I/C)  
N.H.-8, Bandarsindri, Kishangarh  
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

**Distribution to:**

1. Office of Hon'ble Vice Chancellor.
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian.
3. Office of Dean (Academics)/Director (R&D).
4. Office of the Proctor/Chief Warden/DSW.
5. All Deans of Schools.
6. All Heads of Academic Departments.
7. All Teaching/Non-Teaching Staff.
8. Shri Inderpal.
9. Registrar, IIT, dhArwAD (registrar@iitdh.ac.in).
10. Web Admin- with request to update the University website (www.curaj.ac.in).
11. Concerned File/Estt. Section.
12. Guard/Despatcher File.

राष्ट्रीय राजमार्ग-8, बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत N.H.-8, Bandarsindri, Kishangarh-305817, District-Ajmer (Raj.) INDIA  
दूरभाष (का.)/Phone (O): +91-1463-257503, 504, वेबसाईट/Website : www.curaj.ac.in, ईमेल/Email: info@curaj.ac.in



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

**Central University of Rajasthan**

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

सं./No.: CURAJ/R/F.155/2024/ 4461

दिनांक/Date: 13.03.2024

### OFFICE ORDER

This is in partial modification of the Office Order No. CURAJ/R/F.137/ 2022/910 dated 13.06.2022 regarding assigning Coordinator for opening of new Departments/ Programmes.

In this regard, it is to inform all concerned that Dr. Hemant Kumar Daima, Associate Professor, Department of Biochemistry, is hereby assigned to coordinate the activities required for opening of M.Sc (Neuroscience), in place of Prof. Sanjib Kumar Panda, Department of Biochemistry, with immediate effect.

The above assignment shall be in addition to his present duties in the University.

This is issued as per orders of the Competent Authority.

  
Registrar (I/c)  
रजिस्ट्रार / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To

Dr. Hemant Kumar Daima  
Associate Professor, Department of Biochemistry  
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)
5. Office of the Chief Warden/ DSW
6. All Heads/Coordinators of Academic Departments
7. All Officers / Section Incharge
8. The Coordinators of Department of Health Sciences, Hotel Management & Tourism and Theatre & Performing Arts
9. Establishment Section – for information and circular retention file
10. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 156/2024/4540

Date: 19.03.2024

**OFFICE ORDER**

It is to inform all concerned that Dr. Shailendra Pratap Singh, Assistant Professor, Department of Sports Bioscience, is hereby assigned to coordinate the activities required for opening of M.Sc. (Medical Laboratory Technology) with immediate effect.

The above assignment shall be in addition to his present duties in the University.

This issues with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar  
राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

To

Dr. Shailendra Pratap Singh,  
Assistant Professor,  
Department of Sports Bioscience  
Central University of Rajasthan

Copy to:

1. Office of Hon. Vice Chancellor – for information please
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. All Deans of the Schools of Studies
4. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
5. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
6. All Heads/Coordinators of Academic Departments
7. All Officers/ Section Incharge
8. Establishment Section – for information and circular retention file
9. Guard / Dispatcher File

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राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F. 156/2024/ 4650

Date: 22.03.2024

**OFFICE ORDER**

In continuation to the Circular No. 3739 dated 30.01.2024, it is announced that teaching and non-teaching employees who attended the University on 02<sup>nd</sup> and 03<sup>rd</sup> March, 2024 (Saturday and Sunday), may avail compensatory leave against the same upto 31.12.2024 as per their convenience after sanction of the same from the appropriate leave authority. Those who have not worked on above date(s) will not be entitled for the compensatory leave proportionately.

Following section are hereby directed to not avail the compensatory leave in March 2024 due to closing of financial year 2023-24.

1. Office of the Registrar
2. Office of the Finance Section
3. Office of the Store and Purchase Section
4. Office of the Estate Section
5. Office of the Vice-Chancellor Secretariat

HoDs/Section Incharges must ensure submission of all bills for timely payments.

This issues with the direction of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

**Copy to:**

1. Office of Hon'ble Vice Chancellor for kind information please
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. All Deans of the Schools of Studies
4. Office of the Dean (Academics)/ Director (R&D)/ Dean (ARCI)/ Director IQAC
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7. All Officers/ Section Incharge
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