



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.3-19/2020-Admn./1543

22/10/2020

**Office Order No. 15/2020-21**

**Sub: Duties and Responsibilities of In-charge of Sector – 29 & 30.**

**Ref: 1. Approval of Hon'ble Vice-Chancellor dated 28/07/2020.**

**2. CUG Office Order No. 05/2020-21 dated 29/07/2020.**

Hon'ble Vice Chancellor had nominated the following faculty members as Maintenance In-charge for Sector - 29 & 30 Campus to look after maintenance and other related issues vide Office Order mentioned in the reference No. 2:-

Sr. No.	Name	Designation	In-charge
1	Dr. Prabhat Kumar	Assistant Professor, Centre for Chinese Studies, School of Language, Literature and Culture Studies	Sector – 29
2	Dr. Eeshwaraiah Begari	Assistant Professor, School of Applied Material Sciences	Sector – 30

The following Duties and Responsibilities to the concerned in charge for proper functioning of maintenance Activities in both the campus:-

- Maintenance of all works related to:
  - University campus & Building.
  - Canteen.
  - University communication system: Telephone, Intercom, EPABX, etc.
  - Horticulture: Gardening, Lawn etc.
  - Office Equipment & Furniture: Partition wall, Doors, Ceiling & related furniture (General repairing as per the direction of Registrar).
- Arrangement of proper water supply and Maintenance of water supply connections in the transit campus.
- Process of Resource bills along with Maintenance.
- Ensure the proper cleaning in the University premises along with sanitation.
- Maintenance of Air Conditioners and related systems.
- Procurement and Maintenance of Water Supply for drinking and other purpose, Water Coolers, ROs, etc.
- Any other work assigned by the University Authorities/Officers.

Alok Gupta  
Registrar (Offg.)



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

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To,

1. Dr. Prabhat Kumar, Assistant Professor, CCS, SLL&CS.
2. Dr. Eeshwaraiah, Assistant Professor, SAMS.

Copy to (By E-mail):

1. Dr. Jayendra Amin, Estate Officer.
2. All Deans
3. FO (Offg.)
4. CoE (Offg.)
5. Deputy Registrars (Acad. & Admn.)
6. All Officers
7. All Teaching & Non-Teaching Staff
8. ICT Chairperson – with a request to post this Order on University Website
9. Estate Department
10. PA to VC
11. Office Order file



एक श्दत त्पेक्षत की श्रे

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076  
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076  
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