



No.GSFCU/PROVOST (VC)/LIBRARY/1942

17/09/2018

**OFFICE ORDER**

**Subject: Working Hours of GSFC University Library and the Library Staff**

The GSFC University management has decided to extend the existing University Library timings with a purpose to fulfill the requirement of books and reading facilities for the convenience of students. Accordingly the library working hours will be **8.00 am to 9.00 pm with effect from 18<sup>th</sup> September 2018.**

To enable University library to function as per the above timings, the existing library staff as named below shall discharge the duties on rotation basis for every 15 days as mentioned below:

- Mr. Ashok Chaudhary, Assistant Librarian
- Ms. Mikita Thakkar, Administrative Assistant-Library
- Mr. Mahendra Gurjar, Assistant Librarian

1 <sup>st</sup> Shift	:	Monday to Friday	:	8.00 am to 4.00 pm
		Saturdays (1 <sup>st</sup> & 3 <sup>rd</sup> )	:	9.15 am to 5.15 pm
2 <sup>nd</sup> Shift	:	Monday to Friday	:	10.00 am to 6.00 pm
		Saturdays (1 <sup>st</sup> & 3 <sup>rd</sup> )	:	9.15 am to 5.15 pm
3rd Shift	:	Monday to Friday	:	1.00 pm to 9.00 pm
		Saturdays (2 <sup>nd</sup> & 4th)	:	9.15 am to 5.15 pm

The above timings shall be in force with effective from 18<sup>th</sup> September 2018.

For GSFC University

Provost

Page 1 of 1