

B I C M R Duty Schedule for 2018 Winter Vacation

Duty Schedule	Mon	Tue	Wens	Thurs	Fri	Sat	Sun	Accountant Duty Schedule:
January			17	18	19	20	21	January 17\18(PM)\19\22(AM)\23\24
			Yuhua You	Yuhua You	Yuhua You			Contact Information:
			Xiaoni Tan	Xiaoni Tan	Kai Shi			Xiaoyu Hao (Tel: 62744123)
			Meng Yu	Meng Yu	Meng Yu			Ying Hao (Tel: 62744130)
	22	23	24	25	26	27	28	He Liu (Tel: 62744134)
	Yuhua You	Yuhua You	Qi Liu	Qi Liu	Qi Liu			Qi Liu (Tel: 62744118)
	Meng Yu	Meng Yu	Kai Shi	Kai Shi	Kai Shi			Ningbo Lu (Tel: 62744129)
	29	30	31					Kai Shi (Tel: 62744119)
	Qi Liu	Qi Liu	Kai Shi					Qiaoming Wu (Tel: 62744133)
	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan					Xiaoni Tan (Tel: 62744132)
February				1	2	3	4	Meng Yu (Tel: 62744121)
				Qiaoming Wu	Qiaoming Wu			Yuhua You (Tel: 62744122)
				Ningbo Lu	Ningbo Lu			Leaders in Charge:
	5	6	7	8	9	10	11	Jan 17 - 18 Xiaobo Liu Zhaojun Sun
	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Ying Hao	Ying Hao			Jan 19\22 Zhaojun Sun
	Ningbo Lu	Ningbo Lu	Ningbo Lu	He Liu	He Liu			Jan 22 - 26 Donglin Li
	12	13	14	15	16	17	18	Jan 29 to Feb 2; Feb 5 to 9; Feb 12 Jiping Zhang
	Ying Hao	Ying Hao	Ying Hao					
	He Liu	He Liu	He Liu					Feb 13 - 14 Ruo Li

(1) From January 17th to February 14th, the work time for the administrative staff will change to 9:00am - 12:00pm, 1:00pm-4:00pm.

(2) The security staff in BICMR, Tel: 62744127, 62744140

(3) Security Department of PKU, Tel: 62751321

Fire Alarm, Tel: 62752119

Police Station in PKU, Tel: 62751331

24-hour on-duty office of PKU, Tel: 62751201, 62751301