

## BICMR Duty Schedule for 2023 Winter Vacation

2023	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Accountant Xiuyun Guo Duty Schedule:
<b>Jan</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	Jan 16.17.18.19.20
	Ningbo Lu (Duty on phone)	Zhaojun Sun	Zhaojun Sun	Zhaojun Sun	Zhaojun Sun	Yuhua You (Duty on phone)	Yiyi Ye (Duty on phone)	
		Yiyi Ye	Yiyi Ye	Yiyi Ye	Yiyi Ye			
		Yuhua You	Yuhua You	Yuhua You	Yuhua You			
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>Leaders in Charge:</b>
	Xiaobo Liu	Xiaobo Liu	Xiaobo Liu	Xiaobo Liu	Xiaobo Liu	Qi Liu (Duty on phone)	Jing Liu (Duty on phone)	Hao Ge: 62744085
	Yiyi Ye	Jing Liu	Jing Liu	Ningbo Lu	Ningbo Lu			Donglin Li: 62744158
	Yuhua You	Qi Liu	Qi Liu	Qi Liu	Qi Liu			Xiaobo Liu: 62744137
	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21 New year's Eve</b>	<b>22</b>	Zhaojun Sun: 62750943
	Hao Ge	Hao Ge	Hao Ge	Lei Zhang	Lei Zhang	Kai Shi	Ying Hao	Lei Zhang: 62744126
	Ningbo Lu	Ningbo Lu	Ningbo Lu	Ningbo Lu	Kai Shi			
	Qi Liu	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan			
	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>Staff:</b>
	Kai Shi	Ying Hao	Ying Hao	Jing Liu	Jing Liu	Xiaoni Tan (Duty on phone)	Ying Hao (Duty on phone)	Xiuyun Guo: 62744123

<b>Feb</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	Ying Hao: 62744130
	Lei Zhang	Lei Zhang	Lei Zhang	Hao Ge	Hao Ge	Qiaoming Wu (Duty on phone)	Meng Yu (Duty on phone)	Wenqiong Li: 62744120
	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu			He Liu: 62744234
	Meng Yu	Meng Yu	Meng Yu	Meng Yu	Meng Yu			Jing Liu: 62744161
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	Ningbo Lu: 62744129
	Hao Ge	Hao Ge	Donglin Li	Donglin Li	Donglin Li	Wenqiong Li (Duty on phone)	He Liu (Duty on phone)	Qi Liu: 62744118
	Wenqiong Li	Wenqiong Li	Wenqiong Li	Wenqiong Li	Wenqiong Li			Kai Shi: 62744119
	He Liu	He Liu	He Liu	He Liu	He Liu			Xiaoni Tan: 62744132
	<b>13</b>	<b>14</b>	/	/	/	/	/	Qiaoming Wu: 62744154
	Donglin Li	Donglin Li	/	/	/	/	/	Yiyi Ye: 62744133
	Wenqiong Li	Yiyi Ye	/	/	/	/	/	Yuhua You: 62744122
	He Liu	Yuhua You	/	/	/	/	/	Meng Yu: 62744121

- (1) From January 2<sup>th</sup> to February 14<sup>th</sup> , the work time for the administrative staff will change to 9:00am - 12:00pm, 1:00pm - 5:00pm.
- (2) Contact on weekends: Tel: 62744127
- (3) The security staff in BICMR, Tel: 62744127, 62744140
- (4) 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