

**झारखण्ड केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF JHARKHAND, RANCHI**  
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament in 2009)

CUJ/GA/415

Dated :- 21<sup>st</sup> August, 2018

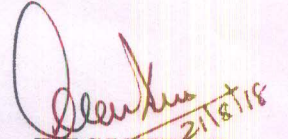
**NOTICE**

It has been observed that applications of students have directly been forwarded to the outside persons/organisations by the Deans/Heads/Coordinators without bringing into the notice of the University Administration.

In order to have a better monitoring of the forwarding of applications/documents pertaining to students, teachers and non-teaching staff to outside persons/organisations/institutes/universities, all the Deans/Heads/Coordinators are advised to submit the same with their clear comments to the Registrar who shall be the authorised officer to sign the applications/documents on behalf of the University and for onward forwarding.

However, such applications/documents addressed to the office of the Registrar/Finance Officer/Controller of Examinations/DSW, etc. will be forwarded by the Deans/Heads/Coordinators with their clear comments/recommendations.

This is issued with the approval of the Vice Chancellor.

  
21/8/18  
**REGISTRAR**

Copy for information and necessary action to:

1. All the Deans
2. Finance Officer
3. CoE
4. Librarian
5. All the Heads/Coordinator of the Departments
- ✓ 6. System Analyst – for uploading in the Univeristy website
7. PS to the Vice-Chancellor
8. PS to the Registrar
9. Notice Board
10. Concerned file
11. Guard file

  
21/8/18  
**REGISTRAR**