



# झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

No.:CUJ/6A/26/2016/646

Date: 09.03.2021

## OFFICE ORDER

It is notified for information and necessary action by all concerned that office note / file initiation by LDC / UDC / Assistant should contain the following basic information in separate paras:

- a) Introduction to the application.
- b) Intent/Purpose of the application.
- c) Eligibility for intent / purpose of the application as per Act/Statute/ Ordinance/Rules/Guidelines, etc. as applicable.
- d) Wanting of supporting papers, if any.

Section Officer, Assistant Registrar & Dy. Registrar should give their individual specific note on applicability of relevant Act/Statute/Ordinance/Rules/Guidelines, etc.

This Office Order comes into force with immediate effect until further order and supersedes previous notification/order/s, if any, to the extent of the contents, as above.

This issues with approval of the Vice Chancellor.

Sd/-  
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Academics & I/c R&D
5. DRs / I/c Technical Cell / I/c EE / I/c Health Centre / ARs / PRO
6. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
7. All Departments / Sections / Cells
8. All Faculty and Non-Teaching Empl.to refer Notice Board/Website
9. Technical Cell I/c: for University Website
10. Notice Board, Concerned File & Guard File

  
REGISTRAR  
9/3/21