

# CENTRAL UNIVERSITY OF JHARKHAND

## झारखण्ड केन्द्रीय विश्वविद्यालय

(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/Gen. Adm./2/2010/68

Dated: 2<sup>FEB</sup> Jan, 2015

### OFFICE ORDER

With reference to the office order No. CUJ/Gen. Adm./2/961/2013-14 dated 07<sup>th</sup> October, 2013 on the matter of work allocation it is once again reiterated that all the academic matters covering students matters (tours, fieldwork, excursion, lab work for students in other institutes), Visiting teachers on hourly basis/honorarium and Ph.D. Scholars will be looked after by Dr. K.P. Mohanta, Dy. Registrar (Academics).

Further it is clarified that request for student excursion/study tour will be addressed to the Dean (Academic) and after according approval based on merit of the application, the Dean (Academic) will send all such requests/proposals to the office of the Dy. Registrar (Acad.) who will initiate/process the file for administrative approval/sanction including Railway concession for students.

This supersedes notice no. CUJ/Gen.Amn./STDTC/01/2014/2210 dated 25th Nov., 2014.

  
REGISTRAR (I/c)

Copy for information and necessary action to:

1. PS to VC
2. PS to Registrar
3. PS to Finance Officer
4. All Deans/Heads/Coordinators
5. Dean (Academic)
6. Controller of Examinations
7. Dy. Registrar (Academic)
8. Mr. Anupam Kumar, System analyst For uploading the matter in the University Website.
9. Concerned File
10. Guard File

  
REGISTRAR (I/c)