

No.: CUJ/GA/26/2010/509

Date: 23.10.2018

NOTICE

This is for information of all the employees of the University that a letter from MHRD is received communicating its decision to appeal all officers and staff of the University to contribute their one day's salary as relief to the flood affected people of Kerala. A format for conveying one's consent for contribution was also enclosed therewith.

In this regard, it is notified for information and necessary action by all regular employees of the University that they may convey their consent for contribution in the enclosed format to Dy. Registrar (Admn.) latest by 24th October, 2018. If no response is received from any employee by the above date, it will be presumed that such an employee has given his/her consent for the contribution.

Sd/-

Dy. Registrar (Admn.)

Copy for information and necessary action (if any) to:

1. Controller of Examinations
2. Finance Officer
3. Librarian
4. All Deans of Schools
5. All Heads/Coordinators of the Departments
6. Prof. I/c Academics / I/c R&D
7. Dean-Students Welfare
8. All DRs / IAO / EE / I/c Health Centre / ARs / PRO
9. System Analyst for Univ. Website
10. PS to Vice Chancellor / Registrar
11. All Sections / Cells
12. All employees of the University to refer Notice Boards
13. Notice Boards
14. Concerned File

Dy. Registrar (Admn.)

Option Form

I _____ give my consent to contribute one day's salary to Kerala Chief Minister's Distress Relief Fund.

Signature

(Name & Designation)

DDO