

झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
(A Central University established by an Act of Parliament of India in 2009)

No.:CUJ/GA/26/2016/54)

Date: Nov. 09, 2018

CIRCULAR

It is notified for information and necessary action by all concerned that the way of writing notes / signing on files be followed in following manners:

1. While putting one's signature on note sheet, from LDC to DR, it should be done on left hand side and for all statutory officers it should be on right hand side.
2. While forwarding the file to the Hon'ble Vice Chancellor, proper space be kept free for his comments/order/approval and signature.
3. Every file be marked with proper file number and page numbers on both sides i.e. note side and correspondence side.
4. Additional note sheet by the user be added if the last sheet has no space left.
5. Important and Confidential Files be placed with file cover.
6. The custodian of the file henceforth shall be AR/SO or as nominated by the Head of the Department/Section.
7. Documents submitted for all types of advance adjustments be moved on the same file seeking advance/budget approval.

This issues with the approval of the Vice Chancellor.

Sd/-
REGISTRAR

Copy for information and necessary action to:

1. Controller of Examinations/Finance Officer/Librarian
2. All Deans of Schools
3. Dean-Students Welfare
4. All Heads/Coordinators of the Departments
5. Prof. I/c Academics / I/c R&D
6. All DRs / IAO / EE / I/c Health Centre / ARs / PRO
7. Transport I/c / Security Officer (I/c)
8. All employees to refer Notice Board
9. Technical Cell I/c for Univ. Website
10. All Departments / Sections / Cell
11. PS to Vice Chancellor / Registrar
12. Concerned File/ Guard File


REGISTRAR