



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F. No. 1-61/2014-Admn./ 3667

06th October, 2016

Circular No. 45/2016-17

It has been observed that the letters and correspondence from faculty and staff, addressed to the Hon'ble Vice Chancellor and to the Registrar are being submitted directly in their office, without the endorsement or without getting them forwarded by the Dean/Chairperson of the concerned School/Centre, which is violation of rule of office procedure for correspondence. Hence, all the faculty and staff are hereby informed that all the correspondence addressed to the Hon'ble Vice Chancellor and to the Registrar should be routed through proper channel, that is with the endorsement of the concerned Dean/Chairperson as the case may be. Further, the Deans and Chairpersons are requested to inform their respective School/Centre office about the faculty who is in charge of the School/Centre when they proceed on leave.


Registrar

Copy to:

1. All Deans
2. Director, Sector-30 campus
3. DSW
4. Provost
5. FO (Offg.)
6. CoE (Offg.)
7. All Chairpersons/Coordinators of Centre (By Email)
8. All Teaching and Non-Teaching Staff (By Email)
9. ICT Chairperson – with a request to post this Notification on University Website
10. Assistant Librarian
11. All Wardens
12. AR – VC Office
13. Finance & Accounts Department
14. Admission & Evaluation Department
15. Deans office (Sector-29 & 30 Campus)
16. Circular file
17. Guard File