



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. 2-17/2014-Admn. / 5733

30th November, 2016

Circular No. 49/2016-17

Sub: Obtaining of prior approval for conducting meetings and other academic events.

Ref: Directions of Hon'ble Vice Chancellor, dated 29th November, 2016.

It has been observed that the meetings of BoS, CASR, Advisory Committees, special lectures, invited lectures and such other academic events are being convened/organized without the prior approval and permission of the Competent Authority and claims for TA/DA, honorarium, local conveyance and hospitality are being submitted for payment/reimbursement. Having viewed this practice as a serious procedural lapse and non-compliance with rules, by the direction of the Hon'ble Vice Chancellor, it is hereby informed to all the concerned that explicit prior permission for holding the event and approval of estimated expenditure for organizing such events is mandatory and a pre-condition for approval and payment and expenses incurred on these events. Hence, all the concerned are hereby advised to submit the proposals for convening/organizing such events through proper channel to the administration well in advance and obtain prior approval and sanction.


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 Circular on University Website
10. Assistant Librarian
11. AR – VC Office
12. Finance & Accounts Department
13. Admission & Evaluation Department
14. Deans office (Sector-29 & 30 Campus)
15. Circular file
16. Guard File

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

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