



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/GA/TFDS/2020/16/60

Dated: 20th May, 2021

सूचना / Notice

1. This is for information of all concerned that Dak Section of Library will function as Co-ordinating Dak Despatch Section at Brambe Campus.
2. The following procedure will be followed for seamless movement of all official communication and movement of files through Central Dak & Despatch Section:-
 - a. All the official communication/ file forwarded to the offices at Permanent Campus from the Department/ Sections at Brambe Campus will be received by the co-ordinating Dak Despatch Section at Library in the forenoon session.
 - b. All the communication made to outside the University will be post through Central Dak & Despatch Section in the forenoon session from Permanent Campus.
 - c. All the communication/ file forwarded to the offices at Brambe Campus will be delivered in forenoon session at Library from Permanent Campus for further distribution.
 - d. All the communication/ letter received from postal Dept. at Brambe Campus will be received by co-ordinating Dak Despatch Section at Library.
 - e. All the files/ official communication at Brambe Campus will be distributed to respective Departments/ Section between 03.00 PM to 04.00 PM by the Dak Section of Library post due entry in the dak receiving register.
3. The above procedure shall continue for the time being and subsequent revision shall be made as per necessity.
4. This is for information and necessary action by the all concerned.
5. This is issued with approval of Hon'ble Vice Chancellor (Acting).


Registrar
19/5/21
कुलसचिव

Distribution

1. The Librarian
2. Dy. Registrar – II for Dak-Despatch Section

Copy for information and necessary action to:-

1. All Deans of Schools
2. The Controller of Examinations
3. The Librarian



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

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

4. Prof. I/c (Academics & Research)
5. The DSW
6. The Chairman, Proctorial Board
7. All Heads / Coordinators of Departments
8. All DRs / EE I/c / I/c Health Center / Estate Officer I/c/ PRO / ARs/ Security Officer
9. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
10. All Departments, Sections & Cells
11. All Faculty, Non-Teaching employees, Research Scholars and Staff of the University to refer Notice Boards/ Website
12. Technical Cell I/c - for University Website
13. Hindi Officer – for hindi version
14. Notice Board
15. Concerned File
16. Guard File

Registrar

कुलसचिव