

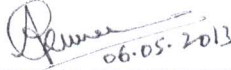
झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/Notice./2013/716

Dated 06th May, 2013

NOTICE

It is notified for information of all the concerned that henceforth all the Employees of this University should submit the enclosed requisition form in the office of the Registrar for availing any University Transport Facilities or University Guest House Facility in advance.


06.05.2013
ASSISTANT REGISTRAR

Copy for information and necessary action to:

1. PS to the Vice-Chancellor
2. PS to the Registrar
3. PS to the Finance Officer
4. Dean, Academics
5. All the Deans,
6. All HOD's & Coordinators
7. Dy. Registrar – I & II
8. System Analyst for uploading on the University Website.
9. Notice Board
10. Concerned file
11. Guard File



Central University of Jharkhand
Brambe, Ranchi- 835 205

Transport/Guest House Requisition Form from Departments

Name of Department:.....

GUEST DETAILS

Name Of Guest:..... Cell No.:.....

Purpose of Coming to CUJ:

Address:.....

ARRIVAL DETAILS:

Date of Arrival:..... Mode of Arrival:..... Air/Train/By Road/ Own Vehicle

Flight No./Train No.:..... Time of Arrival:..... Via :.....

TRANSPORT REQUIREMENT

Number of persons coming:..... Vehicle Required:Yes/No

Time of vehicle required :..... Place of requirement :.....

Contact Person (Name and designation):.....

Contact person's Mobile No. :.....

STAY DETAILS:

Place of stay:..... Number of Rooms:.....

Date from; Date to :..... Total days:..... Dep. Date. Time.....

By.....AIR/TRAIN

Whether LUNCH/DINNER is required at University Guest House if staying outside Guest House:

Yes/No. If Yes Date on which Lunch/Dinner is required:

Total number of persons taking Lunch/Dinner:No. of Guest :.....**(+2)persons only**

(+2 persons = Dean/Head of Deptt. And One senior faculty member one)

TERMS :1)Completed form should be submitted to the Registrar minimum 3 days before the date of arrival

Of the guest 2)Cancellation of the visit of guest should be informed to Registrar/Liasion

Asstt. Sanjay Poddar minimum 1 (One) day before.3) Change/Cancellation in the program me of Lunch/Dinner must be informed minimum 4 Hrs before the Programme.

Requisitioned By: Name:..... Designation:..... Signature