

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

(Office of the Registrar – Gen. Admn.)

No.:CUJ/ 39

Date: 6-05-2016

**CIRCULAR**

1. All files and letters will come through Registrar office and no one should submit their files and letters directly to the office of the Vice Chancellor. Officers who are directly under the control of the Vice Chancellor can submit in VC Office.
2. For Grievance disposal, the meeting time with the Vice Chancellor has been fixed from 03:00 PM to 05:00 PM.
3. All leave application will be disposed by the Registrar except Deans / Statutory Officers / staffs who are directly under control of the Vice Chancellor.
4. Proper paging in files should be maintained while submitting the files before Registrar for consideration of the Vice Chancellor.
5. All the applications must be addressed to the Registrar and be submitted in the office of the Registrar only. No application should be addressed to the Vice Chancellor directly henceforth.

This comes into force with immediate effect until further order.

This issues with the approval of the Vice Chancellor.

  
**REGISTRAR (I/c)**

Copy for information and necessary action (if any) to:

1. PS to VC.
2. PS to Registrar
3. PS to Finance Officer
4. Controller of Examinations
5. All Deans/Librarian
6. All Heads/Coordinators of the Centres
7. Dy. Registrars (Estate)/(Exam.)/Asst.Registrar-I/II/III
8. I.A.O./Medical Officer
9. All employees to refer Notice Board.
10. System Analyst for website.
11. All Notice Boards
12. Concerned File.
13. Guard File.

  
**REGISTRAR (I/c)**