



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

No.:CUJ/Reg/OO/2023/1678

Date: 08-11-2023

OFFICE ORDER

It is observed that there has been a tendency on the part of employees (teaching and non-teaching), to represent on service matters to highest authority ignoring prescribed channels of representations. This includes directly writing to UGC, MoE, Hon'ble Ministers, Hon'ble Prime Minister & Hon'ble President and also posting on Social Media.

This is to emphasize that an employee desires to submit a representation on service matters, he/she has to submit his / her representation to concerned authority through proper channel through his/her immediate supervisor or Head of his/her Office/ Department.

In view of the above, submission of representations to higher authorities, by-passing the prescribed channel of representation, shall be viewed seriously and appropriate disciplinary action will be taken against those who violates these instructions. It will be treated as an act of unbecoming of a Government Servant as per the provisions of Rule 3(1)(iii) of the CCS (Conduct Rules), 1964.

All are requested to strictly adhere to these instructions in letter and spirit.

This has the approval of the Hon'ble Vice Chancellor.

Y. C. Rao
08/11/2023

REGISTRAR

Circulation:

1. All teaching & non-teaching employees for strict compliance.

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D / DSW / CPB
4. All Heads/Coordinators of Departments
5. All DRs / I/c Purchase / I/c Estate / I/c Tech. Cell / I/c EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for uploading on University Website
7. All teaching & non-teaching employees to refer Notice Board/Website
8. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
9. Notice Board, Concerned File & Guard File