



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Thiruvārūr - 610 101

CUTN – 29(26) / 2016 – Reg. Sec / 223

30th September 2016

CIRCULAR

It has come to the notice that, requirements of some of the Departments are submitted at the last moment, for the process to expedite speedy and quick action. This is causing hardship to the dealing staff to follow normal procedures. Therefore, all are advised to submit the requirements well in advance so that the requirements can be processed following usual norms and determine fund availability.

It is also observed that emails are often received from staff as routine manner by-passing the process of proper channel. This is not a healthy practice. Grievances/requirements if any should be addressed in a written format and submitted to the respective Officers of the University through proper channel.

Addressing letters/emails directly to the Vice Chancellor should be strictly avoided.

This circular may be followed strictly.

Copy to:

1. Heads / Head (I/c) / Coordinator of all Departments.
2. All Teaching and Non – Teaching Staffs
3. PS to VC

S. Bhu
30/9/2016
Registrar

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी

Registrar / कुलसचिव

Central University of Tamil Nadu

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Thiruvārūr / तिरुवारूर - 610 101.