

तमिलनाडु केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलकुडी Neelakudi, तिरुवारूर|Thiruvavarur - 610 005

तमिलनाडु|Tamil Nadu

CUTN-3-4/2014-Estt.

1<sup>st</sup> August, 2018

**CIRCULAR**

Sub: Communications through proper channel – reg.

It has been observed that most of the letters/ requests coming from the faculty members/ departments are without the recommendations of the Dean of the concerned Schools. This has been viewed seriously and all the faculty members are requested to scrupulously follow the established procedure of through proper channel (Faculty → Head/ Incharge/ Coordinator/ Department → Dean of concerned School → corresponding addressee) while sending letters/ requests/ proposals of any kind including proposals on projects, conducting workshops/ seminars/ conferences, etc. / all kinds of leave applications/ any papers failing which the concerned papers will not be entertained by the administration for further scrutiny.

This will be effective from 01.08.2018.



1 - AUG 2018

Assistant Registrar  
Establishment

To

1. All Faculty members
2. All Heads/ Head Incharge/ Coordinators
3. All Deans of Schools

ए. वेलू A. VELU  
सहायक कुलसचिव  
Assistant Registrar

Copy to:

1. PS to VC
2. PA to Registrar
3. PA to Finance Officer
4. PS to CoE
5. All Section Heads / Academic Co-ordinator
6. System Admin
7. Notice Boards