डॉ. एस. भुवनेश्वरी
कुलसचिव
Dr. S. Bhuvaneswari
Registrar

तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुड़ी /Neelakudi,
तिरुवारूर/Thiruvarur - 610 101
: 04366 277230 /Telefax : 04366 277222
Email: registrar@cutn.ac.in

CUTN-29(1) 2020-Reg.Sec/456 **21st May, 2020**

CIRCULAR

Based on the outcome of the meeting convened by Registrar with the Joint Registrar (Establishment & Academics), Assistant Registrar (Establishment) and Officer In-charge (Admin) held on 20.05.2020, regarding streamlining the Manpower, (Regular & outsourcing), the following consensus are arrived for implementation.

1) Sanctioned strength of outsourcing staff to be checked with the actual deployed staff by the Establishment Section.

2) No Leave format of the University should be used by the outsourcing staff. Leave request should be only on plain paper.

3) The Supervision of outsourced persons & attendance shall be carried out by Dr. S. Dhanavandan Officer In-charge (Admin) for Security, Drivers, Office Staff and Technical Staff of Admin, Departments, Central Library, Health Center and Hostels.

4) The Supervision and attendance of Gardeners, Electricians, Plumbers and Housekeeping staff to be undertaken by the Executive Engineer, Estate Section.

5) Both of the above officers (Officer In-charge (Admin) and Executive Engineer) shall forward the attendance under their purview to the agency on or before 5th of the every Month for raising the Bill.

6) The officers and Heads of Department of various Sections / Departments shall maintain a separate Attendance Register of outsourced staff working under them and submit the copy of the duly certified attendance register by 1st working day of every month for the previous month to the Officer In-charge (Admin).

SBV
21/5/2020

7) The Section Head and Heads of Department are requested to maintain the exact utilization of the manpower proportionate to the workload and if found excess may report the same to Officer In-charge (Administration).

Registrar

21/5/2020

Copy to:

1. The Controller of Examinations
2. The Finance Officer
3. The Librarian
4. All Dean of Schools
5. All Head of the Departments
6. All Officers
7. Medical Officers
8. The System Analyst
10. PS to VC
11. PA to Registrar

डॉ. एस. भुवनेश्वरी / Dr. S. Bhuvaneswari
कुलसचिव / Registrar
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारुर / Thiruvarur - 610 005.