PROF. SULOCHANA SHEKHAR
प्रो. सुलोचना शेखर
REGISTRAR (I/C)
कुलसचिव (प्रभारी)

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/Thiruvarur - 610 101
☎ : 04366 277230 /Telefax : 04366 277222

CUTN - 29(70)/2016/Reg.Sec / 08.09.2022

CIRCULAR

Sub: Communications through proper channel –reg

It has been observed that most of the letters/ requests/emails 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 / Non Teaching Staff-> Head / Incharge / Coordinator/Department / Section Head -> 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.

Registrar (I/c)
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कुलसचिव (प्रभारी)
Central University of Tamil Nadu
तमिलनाडु केंद्रीय विश्वविद्यालय
Thiruvarur-610 005
तिरुवारूर-610 005

To

1. All Deans /Heads /Faculty, CUTN
2. All Non-Teaching Staff, CUTN
3. System Admin, CUTN
4. PS to VC, CUTN
5. UDC, Registrar Secretariat, CUTN