

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-55/ENT/21

Dated: 05.04.2024

CIRCULAR

Despite repeated circulars, it has been observed that all Group-C employees (UDC, LDC, Cook, Kitchen Attendant, Laboratory Attendant/Assistant, MTS, etc.) and contractual/contingency employees are submitting their leave applications, joining reports, etc., to the Office of the Registrar.

Henceforth, all such employees are required to submit their applications to the Deputy Registrar (Establishment-NT) through their respective controlling officers with immediate effect for smooth and effective functioning of the Establishment Branch (NT) of the university. This will ease the application process and decision-making thereof. The Office of the Registrar will no longer accept such applications.

This directive is issued for strict compliance.

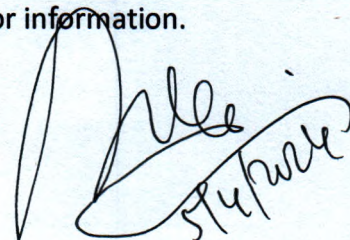
Sd/-
Registrar

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Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/Controller of Examinations for information.
4. All Heads/Directors of Departments/Institutes for information.
5. Professor-in-charge, University Library/Placement Cell for information.
6. All Joint Registrars for information.
7. Chief Medical Officer for information.
8. Joint Director (CC) for information with a request to upload the same on the university website.
9. Deputy Registrar (Establishment-NT/DDO) for information and necessary action.
10. Deputy Registrar (Adm/Veh) for information.
11. Hindi Officer/Assistant Librarian for information.
12. All Assistant Registrars for information.
13. Senior Security Officer for information.
14. All Section Officers / Estate Officers for information.
15. Manager Guest House/DA, Vehicle/Sanitary Inspector for information.
16. Supervisor, Day Care Centre for information.
17. All Notice Boards.
18. Office copy.



(Dr. N.T. Rikam)
Registrar