



स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No. CUPB/Estt./2026/Circular.18...

Date : 07.08.2026

परिपत्र/Circular

विषय/Subject: Submission of Representations/Grievances on Service Matters through Proper Channel – Regarding-

It is conveyed that the Notifications, Rules, Guidelines, Policies and other administrative instructions issued by the University are framed and issued in accordance with the provisions of the Act, Statutes, Ordinances and other applicable provisions governing the University, including the instructions issued by the University Grants Commission (UGC) and the Government of India, wherever applicable.

2. However, if any employee has any grievance regarding any Notification, Rule, Guideline or Policy issued by the University, s/he may submit a representation to the Competent Authority through proper channel for consideration.

3. Further, kind reference is invited to the University's Circular No. 20 dated 06.11.2025 (copy enclosed) regarding submission of applications/requests/representations/grievances through the proper channel and to the DoPT OM in F.No. 11013/08/2013-Estt.(A-III) dated 31.08.2015 (copy enclosed) regarding "Representation from Government servant on service matters – reiteration of instructions"

4. Accordingly, all Teaching and Non-Teaching employees are to submit their representations/grievances, if any, only to the Competent Authority through the proper channel.

This issues with the approval of the Competent Authority.


REGISTRAR
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Encl.: As Above.

To,

All the Teaching & Non-Teaching employees - for kind information.

प्रति प्रेषित /Copy to:

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice-Chancellor.
2. Office of the Registrar/ Finance Officer/ Controller of Examinations/ Librarian: for kind information.
3. DIA/DSW/Director-IQAC/Director-R&D/Deans/Part-time CVO/HoDs: for kind information.
4. I/c Computer Centre: with a request to kindly arrange to upload on the University website.
5. Concerned file: for record purpose.


Deputy Registrar (Estt.)