

पंजाब केंद्रीय विश्विद्यालय

[(संसद के अधिनियम संख्या 25(2009) द्वारा स्थापित)]
गाँव एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)
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Central University of Punjab

[(Established vide an Act no. 25(2009) of Parliament)]
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स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No. सीयूपीबी /स्था./परिपत्र/2025/ 20

दिनांक/Date: 06.11.2025

परिपत्र/Circular

विषय/Subject: Submission of representations through proper channel – Regarding –

Kindly refer to the enclosed DoPT Office Memorandums (OMs) bearing No. 11013/08/2013-Estt.(A)-III dated 06.06.2013 and 31.08.2015, the contents of which are self-explanatory.

2. In view of the instructions contained in the aforementioned OMs, all the employees are hereby advised to submit their applications/requests/representations/grievances, whether in physical form (hard copy) or through electronic means (e-mail, online portal, etc.), strictly through the proper channel. All such communications must invariably be routed through the proper channel, duly accompanied by the remarks/ comments/recommendations of the forwarding officer.

This issues with the approval of the Competent Authority.


उप-कुलसचिव(स्था.)/Deputy Registrar (Estt.)

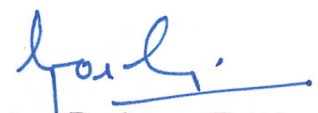
संलग्न/Encl.: उपर्युक्त के अनुसार/As Above.

To,

All Faculty members & Non-Teaching employees - for necessary compliance.

Copy to:

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


सहायक कुलसचिव (स्था.)/Assistant Registrar (Estt.)