



D.No: Estab/LD/504
Dated: 22.04.2022

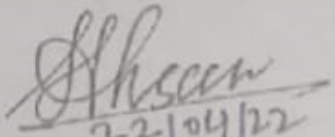
CIRCULAR

It has been observed that a large number of administrative/financial files/applications/documents are sent directly to the Vice-Chancellor Secretariat for decision/approval.

In this connection, in order to streamline the system, all Deans/HoDs/Officers/Staff of Jamia Hamdard are requested to kindly route all such files/applications/documents through Registrar's Secretariat for approval of the Competent Authority.

All Deans and Heads of the Departments/Incharge/Director/Principal are requested to bring this to the notice of all employees of Jamia Hamdard in their sections for strict adherence of this circular.

Issued by the order of Competent Authority.


22/04/22
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Distribution:

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer
4. Director, IQAC
5. System Analyst - to get it uploaded on university website
6. AR/Secretary to Vice-Chancellor/PA to Registrar
7. Personal/Guard File