CIRCULAR

It has been brought to the notice of the Vice-Chancellor that a large no of University employees entitled for getting the uniform / livery and availing monthly washing allowance are not wearing proper uniform while reporting on duty. Besides this, several complaints have also been reported in this regard from time to time.

It may be noted that a uniform provides a sense of pride and bonding to one another and also adds reputation and dignity to the Department/Office and to the personality of the staff too.

In view of the above facts all heads of Departments/Offices are requested to pass necessary instructions to their staff with regard to wearing of authorized and designated uniform. Thereafter as deemed fit by the concerned head verbal or written instructions to be given to the non-adhering employees to improve their approach & mindset and also to clearly apprize them that the failure to comply with these instructions will carry punitive administrative action.

Repeated defaulters and persons still not complying after all these efforts are to be reported to the Registrar’s office for further necessary action.

Prof. Javaid Akhter
Registrar

Distribution:
1. All Deans of the faculties/DSW,
2. All Chairman of the Departments of Studies
3. All Directors/Coordinators of the Institutes/Centres/Off Campuses etc.
4. All Principals of Colleges/Polytechnics/Schools,
5. All Heads of the Offices/Sections/Cells/Units
6. Assistant Registrar, VC/PVC’s Secretariat
7. PA/PS to Registrar/Controller/Finance Officer