Office of the Registrar,
(Departmental Enquiries Section)
Aligarh Muslim University,
Aligarh.


OFFICE MEMO

While dealing with the anonymous/pseudonymous complaints on various aspects, the Vice-Chancellor has directed that the following procedure be strictly adhered to...

"In future, unless the address is given/ we need not waste our time. Even if the address is given, it may be first ascertained by sending a letter whether any complaint has been made by the applicant. Only after confirmation we may pay attention to such letters. Otherwise they may be filed in a file for anonymous and pseudonymous letters."

This may be given wide publicity.

(Shahrukh Shamshad)
Group Captain (Retd.)
Registrar

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1. Deans of the Faculties/D.S.W.
2. Chairmen of the Department of Studies/Head of the Offices
3. Principals of the Colleges/Polytechnics/Schools
4. M.I.C., Electricity Department
5. Chief Medical Superintendent/Medical Superintendent, JNMCH
6. Director, MAS/Internal Audit Officer
7. Provosts of Halls of Residence and NRSC
8. Proctor/University Librarian, M.A. Library/ Nazim, Sunni Theology
9. All Deputy Registrars/Deputy Finance Officers/Deputy Controllers
10. All Assistant Registrars/Assistant Finance Officers/Asstt. Controllers
11. Property Officer/PRO/University Engineer, Building Department
12. Asstt. Registrar, Vice-Chancellor's Secretariat
13. Asstt. Registrar, Pro-Vice-Chancellor's Secretariat
14. Electrical Engineer (Supply)/(Works & Maintenance)
15. Sr. P.A. to Registrar/Finance Officer/Controller of Exams.
16. Guard File (D.E. Section)

Registrar