

PANJAB UNIVERSITY, CHANDIGARH

No. 1951/DR9

Dated 2/6/2020

ORDER

It has been often observed that the office notes put by various branches for consideration by the Syndicate/Senate or otherwise do not contain full facts/Regulations/precedents. The notes are also not concluded in a proper way, which cause inefficiency and unwanted delay in clearing the files.

1. The Heads of the branches are advised that whenever any office note is put up to the authorities, the same should be self-explanatory quoting relevant Regulations/Rules/precedents (if applicable) and it should be clear with font size of 12. The orders which are to be sought by the authority/ies on the issue should be specific and the Head of the Branch may give his/her unambiguous recommendations along with justifications. The authority competent to pass the orders may also be specifically quoted in the note.
2. Whenever any file is forwarded to the General Branch (Syndicate Section) for having the approval of the Syndicate/Senate, an office note in chronological order containing the brief-history of the concerned case (without mentioning the pages/flags etc.) may also be added.
3. The next meeting of the Syndicate is scheduled to be held on **27.06.2020**. All the HoD's/Directors/Chairpersons/Coordinators are requested to ensure that the files required to be placed before the Syndicate must reach the General Branch after the approval of the Hon'ble Vice-Chancellor on or before **11th June, 2020**. Thereafter, **no file shall be included in the agenda of Syndicate of June, 2020**.

K. Singh
Registrar 2/6/2020

Issued to:-

1. All the heads of all branches.
2. DUI/ Dean (Research)/COE/FDO/DCDC
3. All the HoD's/Directors/Chairpersons/Coordinators of Teaching Departments.