



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2020/Estt.Sec./...1597

Date: 04./12/2020

कार्यालय आदेश/OFFICE ORDER

Reference: Meeting of the Standing Audit Committee dated 04-12-2020.

During the deliberations, it was observed that each branch shall develop its SOP and Citizen Charter, specifying timeline for execution/disposal of official transactions/files in an efficient and time-bound manner. All the Heads of Sections/Branches are required to list different nature of services rendered by their branches while preparing the SOP and citizen charter.

The draft SOP and citizen charter may be submitted to the Registrar latest by 11-12-2020.

It may be treated as 'most urgent', please.

Swal
4/12/2020

कुलसचिव (अ. प्र.)/
Registrar (I/c)

Copy of above is forwarded to the following for information and necessary action:

1. All Dean/HoD/TIC, Central University of Haryana, Mahendergarh.
2. All Administrative Head, Central University of Haryana, Mahendergarh.
3. A.R., Vice Chancellor's Secretariat (for kind information of Hon'ble Vice Chancellor), Central University of Haryana, Mahendergarh.
4. UDC, Registrar Office (for kind information of Registrar), Central University of Haryana, Mahendergarh.
5. Computer Centre, CUH-for uploading to the website of the University.

[Signature]
04/12/2020

सहायक कुलसचिव (अ. प्र.) (स्थापना)/
Assistant Registrar (I/c) (Estt.)