



NOTIFICATION

Subject: INSTRUCTIONS FOR EMPLOYEES OF IUB TO FOLLOW OFFICIAL CHAIN OF COMMAND

It has been observed with great concern that some employees of IUB get approval of their cases by the Vice-Chancellor directly without consulting the office of the Registrar and bypassing the official chain of command resultantly input from all stakeholders could not be recorded while making decisions, which severely effect on the day to day business of the University.

2. Although Registrar's Office already communicated many times to follow the official chain of command through notification earlier, however it is once again requested all heads of teaching & non-teaching departments are required to comply with prescribed procedure and furnish their cases / correspondence / letters through proper channel to the Registrar Office. The Registrar Office shall scrutinize the cases and process these for consideration / approval of the Competent Authority.

3. This issue with the approval of the Vice Chancellor.

[Signature]
26/3/2024
Deputy Registrar (F-I)
for Registrar

Copy to:

1. Dean(s)/In-Charge(s) of All Faculties
2. All Chairpersons/Chairmen of the Teaching Departments
3. All Heads of Non-Teaching Departments
4. All Principals of the Constituent Colleges
5. Director, Institute of Distance Education
6. Director, RYK Campus
7. Director, BWN Campus
8. Director, AS&RB
9. Director, ORIC
10. Director, QEC
11. Director, IT → for update on IUB website
12. Chairman, Hall Council (Male)
13. Chairperson, Hall Council (Female)
14. Chief Security Officer
15. Treasurer
16. Resident Auditor
17. Director Student Affairs
18. Controller of Examination
19. Additional Registrar (Admin)
20. Deputy Registrar (M&R)
21. Deputy Registrar (Acad)
22. Deputy Registrar (Admin-II)
23. Executive Secretary to the Vice-Chancellor
24. P.A to Registrar
25. Master File