

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-137/CERT/21

Dated: 15.07.2025

CIRCULAR

It has been observed that many employees (teaching and non-teaching) are approaching the Office of the Registrar for issuance of various certificates/endorsements, etc. at the last moment, often citing the urgency due to the proximity of the submission deadline or other reasons. However, such requests are frequently made without routing the application through the concerned branch for necessary verification, inputs, and processing.

Issuing certificates/endorsements, etc. without proper verification of facts, figures, and relevant documents is not feasible and may lead to errors or procedural lapses.

In view of the above, all employees (teaching and non-teaching) are hereby requested to submit their applications for the above purposes at least 4-5 working days prior to the submission deadline.

This directive shall come into force with immediate effect and must be strictly adhered to.

Sd/-
Registrar

F. No. RGU/REG-137/CERT/21

Dated: 15.07.2025

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/CoE for information.
4. All HoDs/Directors of various Departments/Institutes for information and wide circulation.
5. All faculty members for information.
6. All Branch Heads for information.
7. Joint Director (CC) for information with a request to upload the same on the university website.
8. Office copy.


(Dr. N.T. Rikam)
Registrar