

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-47/DEV/21

Date: 13.11.2025

CIRCULAR

This is for the general information of all members of the University community that, for any problem or issue related to Sanitary Section – such as sanitation, waste disposal, cleanness, or maintenance of hygiene in the campus, a **Complaint Register** is being maintained in the Sanitary Section, located near the Bank of Baroda.

This initiative has been undertaken to ensure proper hygiene, cleanliness, and upkeep of the university environment.

All Deans of Faculties, HoDs/Directors, Wardens, Deputy Wardens, all employees (teaching and non-teaching) and students (boarders) are hereby requested to record their complaint(s) related to sanitary issues in the said register to enable timely redressal.

The Sanitary Section shall remain open on all working days (**Monday to Saturday**), and complaints may be registered between **9:00 AM to 4:00 PM**. This arrangement is intended to facilitate prompt response and necessary action by the concerned staff.

Further, the Sanitary Inspector is directed to regularly monitor the Complaint Register, ensure prompt action on the issues reported.

This issues for information and necessary action of all concerned.

Sd/-
Registrar

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Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of Faculties / DSW for information.
3. PS to Registrar/FO/CoE/Librarian for information.
4. All HoDs/Directors of various Departments/Institutes for information and wide circulation.
5. Chief Warden/Warden/Deputy Warden for information and wide circulation.
6. All Branch Officers for information and wide circulation.
7. Joint Director (CC) for information with a request to upload the circular on the university website.
8. Sanitary Inspector for information and with a directive to engage the required manpower and ensure that all complaints are attended and resolved promptly.
9. All Notice Board.
10. Office copy.


(Dr. N.T. Rikam)
Registrar