



Ref.No.R/GAD/I-(OPM)/

Dated: 15th October, 2013

NOTIFICATION

The Vice-Chancellor, while considering the letter No.F.N.62-7/2013-Desk-U, Govt. of India, Ministry of Human Resource Development (Department of Higher Education), Shastri Bhavan, New Delhi dated 9th September, 2013, has been pleased to order that all correspondence received from Member of Parliament may be accorded due priority and acknowledged within 15 days followed by a reply within the next 15 possible time.

Further, as per orders, the relevant portion of the Manual of office Procedure received with aforementioned letter is being quoted.

66. Prompt response to letter's received-

- (1) Each communication received from a Member of Parliament, member of the public, recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgment sent.
- (2) Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it will be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.
- (4) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- (5) As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

67. Target date for replies - In all important matters in which State Governments, departments of the Central Government, or other offices, public bodies or individuals are consulted, time limit for replies may ordinarily be specified. On expiry of the specified date, orders of the appropriate authority may be obtained or whether the offices, whose replies have not been received, may be allowed an extension of time or whether the matter may be processed, without waiting for their replies.

This is for information and necessary compliance by all concerned.

Ujjwal
15.10.2013
REGISTRAR

No. R/GAD/Misc/106/31259/31265

, of date: 15.10.2013
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COPY forwarded to the following for information and necessary action:

1. The Directors of Institutes/Deans of Faculties/Heads of Deptts/Offices/Sections/Units
2. The Director, Indian Institute of Technology, (BHU) Varanasi.
3. The Principal, Mahila Mahavidyalaya,
4. The Dean of Students,
5. The Coordinators of Schools/ Centres,
6. The Admin. Warden/Wardens of Hostel
7. The Principals of Schools,
8. The Chairman, Press, Publication & Publicity Cell,
9. The Officer-On-Special Duty, R.G.S.C., Barkachha,
10. The Coordinator, Computer Centre, with the request to upload on the Internal website of the University.
11. The Dy.Registrar & Secy. to Vice-Chancellor,
12. The P.S. to Registrar,
Banaras Hindu University.

Ujjwal
15.10.2013
REGISTRAR

RSY
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