

Circular No: 80/KSRCAS /2023 - 2024

Date: 03.01.2024

CIRCULAR

Subject: Format for Chairman Approval - reg.

It is hereby informed that the following procedure should be followed to obtain approval from the chairman with immediate effect. The top sheet should be prepared and submitted along with the profiles of the selected candidate; the top sheet format is attached herewith.

The purchase of library books, journals, e-journal subscriptions, etc., should be routed through the Director of Libraries to the Director of Purchase.

All purchases should be submitted to CEO for the Chairman's approval only through the Director of Purchase and Operations. While submitting other individual requests, such as fee concessions, rejoining, long leave, travel grants, conference registration fees, event expenditures, staff resignations, proper justification and recommendations by the authorities concerned should be provided.

For example, if a student requests a fee concession under satisfied circumstances, their respective Heads of Departments (HoDs) should write about the academic records, other achievements, the actual fee they have to pay, Government scholarships availed (if any), KSR scholarship availed (if any), and recommendations should be given in the same letter. Likewise, for rejoining of staff members, their past performance should be given. For travel grant/registration fee/event expenditure, particular staff on roll records and achievements should be highlighted by the HoDs.

Without justification or clear recommendations, approval will not be granted.




3/1/24
PRINCIPAL
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K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu. INDIA.