



UNIVERSITY OF HYDERABAD
(P.O. Central University, Prof. C.R. Rao Road, Gachibowli, Hyderabad-500 0-46)

Telangana State, India
Office of the Registrar,
Establishment Section – I.
Dated: 13.11.2025

No. UH/E-I/A3/F.No. 13/2025/17591

CIRCULAR

Sub: Deviations from procedure prescribed for making officiating arrangements in the absence of Deans of Schools/ Heads of Departments/ Centres – Reg.

Para 4(3) of Chapter IV of the University Ordinances laysdown that,

"Pending the appointment of a Head of the Department/ Centre or when the office of the Head of the Department/Centre is vacant or when the Head of the Department/Centre is, by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose".

It has been noticed that in practice, the above provisions are often violated while making the officiating arrangements when the Deans or Heads proceeds on leave.

In compliance with the above provision of the Ordinances, whenever the regular Head or Dean proceeds on leave, the Head/ Dean may nominate the next senior most teacher in the academic unit concerned to act as the Head/Dean in-charge with the approval of VC. Similarly, when such in-charge Head/Dean proceeds on leave, he/ she may entrust the next senior most teacher in the academic unit to act as in-charge with the approval of VC, and so on.

All the Deans / Heads of the Departments / Centres are requested to adhere to the above provision of the Ordinance in the matter of making officiating arrangements in their absence.

Dr. Devesh Nigam
13-11-25
(Dr. Devesh Nigam)
Registrar

Copy to:

- 1) All the Deans of the Schools concerned.
- 2) All the Heads of the Departments / Centres concerned.
- 3) Prof. Zahidul Haque - w.r.t. to his email dated 24.09.2025
- 4) Prof. Pramod K Nayar - w.r.t. to his email dated 24.10.2025
- 5) OSD to the Vice-Chancellor
- 6) Private Secretary to the Registrar/Finance Officer / Controller of Examinations
- 7) Web-Master - With a request to upload on the University website.