

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT
Ministry of Education(Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A++' Grade (4th Cycle)

All communications should be addressed to the Registrar by designation and not by name



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Dr. K.MARIMUTHU
Registrar

Ref.: Estt.2,3,5/Cir/2026-27

Date: 01.10.2026

CIRCULAR

Sub: Use of India Post for dispatch of official documents – Reg.
Ref: Approval of the Vice-Chancellor dt. 01.10.2026

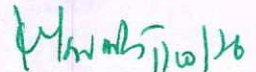
As per the Office Memorandum No. **C.30022/01/2026-CDN**, dated **28.09.2026**, issued by the Government of India, Ministry of Education, Department of Higher Education (CDN Section), regarding the use of India Post for dispatch of official documents.

This is to inform that **India Post (Speed Post)** shall mandatorily be used for the **dispatch of all official documents** of the University, wherever applicable.

The concerned Departments/Sections may explore entering into **institutional tie-ups with local Post Offices** for bulk dispatch, pick-up facilities and concessional rates, wherever available.

The use of **private courier services shall be restricted/ discontinued**, except in unavoidable circumstances. In such cases, **special permission/dispensation of the competent authority** shall be obtained.

All concerned are therefore requested to ensure strict compliance with the above instructions and issue necessary directions to the staff working under their respective control.


REGISTRAR

To: All the Deans /Directors /HODs /Controller of Examinations i/c /Finance Officer i/c / Professor of Library i/c /Professor i/c of Computer Centre/ Estate Officer /Coordinators / Director of Physical Education/ Assistant Registrars /Section Officers /Section Heads / Office of the Vice-Chancellor / O/o the Registrar – with a request to bring this circular to the notice of their staff members

CC:

The Professor in-charge of Computer Centre, GRI- with a request to upload in the Intra-mail

5/10/26