



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No.: CU/FIN/2020/097/ 52,53

Dated: 15 July, 2026

NOTICE

All Faculty members and Non Teaching staff of Cotton University (under Grant-in-Aid mode) are hereby requested to submit their Group Insurance Scheme (GIS) Nomination Forms to the General Administration Department (GAD) on or before 10th August, 2026 for hassle free settlement of any insurance claims in the event of any unfortunate incident to any employee.

It is mandatory for all faculty and non-teaching staff to submit duly filled up GIS Nomination Form for updating/ registration of nominee details. Those who have already submitted the form earlier but have changed their nominee details or marital status are also required to submit a fresh nomination form.

The prescribed format of the GIS Nomination Form is available at the University website. All are requested to fill in all columns legibly, sign the form and obtain the nominee signature wherever required.

Registrar i/c

Memo No.: CU/FIN/2020/097/ 52,53-59

Dated: 15 July, 2026

Copy for information to:

1. PS to Vice Chancellor for kind appraisal of the Hon'ble Vice Chancellor.
2. All Officers of CU for kind information.
3. All HODs for kind information and with a request to place in departmental notice board.
4. Finance Officer for information and necessary action.
5. Head Assistant for information and to inform all concerned.
6. Notice Boards
7. Office File

Registrar i/c