



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Dated : 15.06.2017

## NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all concerned that all employees and stakeholders of Vidyasagar University who are sending letters, applications and other documents through e-mail to the Administrative Departments of Vidyasagar University, are hereby requested to also submit the hard copy of the same duly signed by the incumbent / applicant in due course for smooth functioning of the University Administration and to prevent disruption of works, as many e-mails go to spam / junkmail directly and don't appear in the mailbox.

*Kindly treat the matter as urgent.*

All concerned are being informed accordingly.

Sd/-  
Registrar

Memo No. VU/R/Off-Or./640/2017 Dated: 15.06.2017

Copy forwarded for information and necessary action to:

1. The Office of the Deans,
2. All HOD's of all Academic and Administrative departments for circulation among all employees,
3. The Director (Actg.), DDE, for circulation among all employees
4. The Finance Officer (Actg.),
5. The Deputy Registrar,
6. The Deputy Librarian,
7. The Assistant Registrar,
8. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's office,
10. The Information Scientist for wide circulation on the University website,
11. Guard File



(Dr. J. K. Nandi)

Registrar  
Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.