



# VIDYASAGAR UNIVERSITY

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

Dated : 17.07.2017

## NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all faculty members of Vidyasagar University that the faculty members are hereby requested to kindly take prior approval from the University authority for any visit to outside campuses for different purposes. The concerned employees are also requested to get approved their Leave on Duty from the appropriate authority well in advance preferably at least 07 (seven) days before the commencement of such kind of leave.

All concerned are being informed accordingly.

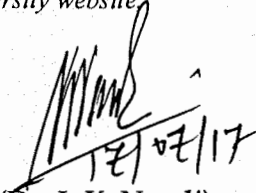
Sd/-  
Registrar

Memo No. VU/R/Off-Or./783/2017 Dated: 17.07.2017

Copy forwarded for information and necessary action to:

1. Dean (Actg.), Faculty Council for Postgraduate Studies in Science,
2. Dean (Actg.), Faculty Council for Postgraduate Studies in Arts and Commerce,
3. All HOD's of all Academic departments for circulation among the teachers of his/her department,
4. The Director (Actg.), DDE, for circulation among all teachers of DDE,
5. The Finance Officer (Actg.),
6. The Deputy Registrar,
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.