



# VIDYASAGAR UNIVERSITY

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

VU/R/Noti./86/2018

Dated : 17.01.2018

## NOTIFICATION

I have been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that hereafter all officials of this University are advised to use the Central Dispatch Section of the University independently and they are further advised to send all postal mails independently to the Central Dispatch Section along with the filled out signed proforma. However, in case the total number of speed posts exceeds twenty-five (25) pieces, the official/section concerned have to seek the necessary approval of the Hon'ble Vice-Chancellor.

All concerned are being informed accordingly.

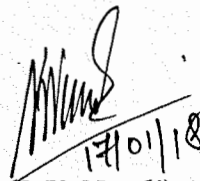
Sd/-  
Registrar

**Memo No. VU/R/Noti./86/2018 Dated:17.01.2018**

**Copy forwarded for information and necessary action to:**

1. The Finance Officer, VU
2. The Controller of Examinations, VU
3. The Inspector of Colleges, VU
4. The Deputy Controller of Examination, VU
5. The Secretary, Council of PG Studies, VU
6. The Secretary, Council of UG Studies, VU
7. The Deputy Librarian, VU
8. The University Engineer, VU
9. The Development Officer, VU
10. The Director, Computer Center, VU
11. The Secretary to the Vice-Chancellor- for kind information to the Hon'ble Vice-Chancellor,
12. The Deputy Registrar, VU
13. The Assistant Registrar, VU
14. The Audit Officer, VU
15. The Medical Officer, VU
16. The Accounts Officer, VU
17. The Assistant Controller of Examination, VU
18. The Sports Officer, VU
19. The Special Officer, VU
20. The Information Scientist for wide circulation on the University website,
21. The Office Supdt., Registrar's Office,
22. Guard File



  
(Dr. J. K. Nandi)

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

**Central Dispatch**  
**Vidyasagar University**  
**Midnapore, W.B.**

<b>Sl. No.</b>	<b>Mode of mail</b>	<b>Date</b>	<b>Address</b>	<b>Subject</b>

Certified that the above information is true to the best of my belief and knowledge

**Signature and approval of the  
concerned official / staff**

\* More than twenty-five (25) pcs approval of Hon'ble Vice-Chancellor is necessary.