



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.

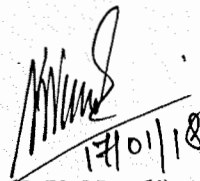
Sd/-
Registrar

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.

Sl. No.	Mode of mail	Date	Address	Subject

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.