



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 04.05.2018

**NOTIFICATION**

It has been observed that due to negligence on the part of the Group-D and other supporting staff engaged in various departments/sections of this University and not closing/shutting down the windows and doors of the room(s) properly, huge property of the University damaged on 26.04.2018 during storm.

It has also been observed that many lights, fans and also AC machines of different departments are running beyond the working hours, as and when it is not required, due to not switching off properly.

As per the direction of the Hon'ble Vice-Chancellor of this University, it is hereby notified for general information of all concerned that henceforth all staff in the rank of Group-D and others who have been posted in different departments are hereby requested to close/shut down the doors and windows of all the rooms in their respective departments properly and very carefully. If it is found that the University property are damaged further for the reason as stated above, necessary disciplinary action may be initiated against the concerned incumbent for such negligence. The concerned staff are also requested to switch off of all lights, fans and also AC machines before closing the rooms and when those are not in need of.


The concerned stakeholders of this University are being informed accordingly.

Sd/-  
Registrar

Memo No. : VU/R/Noti./C0224/2018 dated 04.05.2018.

Copy forwarded for information and necessary action to :

- (1) the concerned Deans of the faculties.
- (2) the Head of all academic & administrative departments - with a request to circulate the notification amongst the concerned staff of his/her department.
- (3) the Director (Actg.), DDE - with a request to circulate the same among the concerned staff of his department.
- (4) the Deputy Registrar (Administration).
- (5) Information Scientist for uploading the notification on the University website.
- (6) the Office of the Senior Supdt., Registrar's office.
- (7) the Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
- (8) relevant file.

  
04/05/18  
Registrar  
Registrar  
Vidyasagar University  
Midnapore-721102

