



# VIDYASAGAR UNIVERSITY

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

VU/R/Off-Or./843/2018

Dated : 14.06.2018

## OFFICE ORDER

I have been directed by the Hon'ble Vice-Chancellor, Vidyasagar University, to notify for general information of all concerned that all the departments of our University are directed to purchase their necessary stationeries related to all official functions like meetings, seminars etc. from our University Store, "Granthaguchchha" only. Orders need to be placed at least 10 (ten) days before.

All concerned are being informed accordingly.

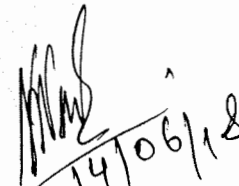
Sd/-  
Registrar

**Memo No. VU/R/Off-Or./843/2018 Dated: 14.06.2018**

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

1. the Dean(Actg.), Faculty of Science,
2. the Dean(Actg.), Faculty of Arts and Commerce,
3. All Academic and Administrative Heads with a request to circulate the notification among the employees,
4. The Controller of Examinations(Actg.),
5. The Finance Officer(Actg.);
6. The Director (Officiating), DDE,
7. The Deputy Registrar (Admn.),
8. The Secretary to the Vice Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's Office,
- ✓ 10. Information Scientist for wide circulation on the University website,
11. The Establishment Section,
12. Guard File



  
14/06/18  
(Dr. J. K. Nandi)

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