



# VIDYASAGAR UNIVERSITY

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

Date: 30.07.2018

## NOTIFICATION

In continuation to our earlier Notification bearing No. VU/R/Notice/1240/2017 dated 13.10.2017, I have been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that Shri Chinmoy Banerjee, Deputy Director, DDE is looking after all the University vehicles and transport matters of the University. All Sections/Officers, including the academic departments, are hereby requested to contact Shri Banerjee for requisition of Vidyasagar University vehicles or hiring of vehicles from authorised vendors at approved rates only. The Head / TIC of all Sections/Offices and academic departments are requested to fill in the prescribed requisition forms and submit the same to Shri Chinmoy Banerjee. Only in cases of extreme emergency, direct hiring of vehicles may be permitted with the prior approval of the Hon'ble Vice-Chancellor. Violation of this circular may create complications and lead to refusal of payment to the vendors by the office of the Finance Officer, Vidyasagar University. This will come into force with immediate effect.

All concerned are being informed accordingly.

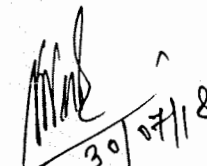
sd/-  
Registrar

Memo No. : VU/R/Noti./1066/2018 dated 30.07.2018

Copy forwarded for information and necessary action to to:

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's of all Administrative departments - with a request to circulate the notification among all employees.,
4. All HOD's / TICs of all Academic departments - with a request to circulate the notification among all employees of his/her department.,
5. The Director (Actg.), DDE - with a request to circulate the notification among all employees,
6. The Deputy Director, DDE and Transport Officer (Addl. Charge), VU,
7. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
8. The Office Supdt., Registrar's Office,
9. The Establishment Section,
10. The Information Scientist for wide circulation in the University website,
11. Guard File



  
(Dr. J.K. Nandi)  
Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.