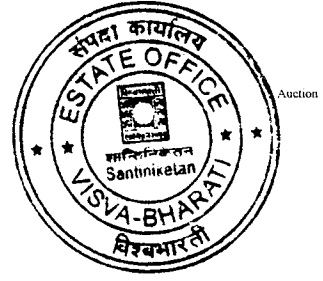


VISVA-BHARATI
ESTATE OFFICE



Memo no Estate/write-off/ ५५ / 15-16

Date: 18.04.2015

NOTICE

This is to inform all concerned that Estate Office will arrange for removal all unused/scrap materials (upto March 2013 as identified by Sarkar Gurumurti & Associates) from all Departments/Bhavanas and offices before the ensuing NAAC visit.

All Departments/Bhavanas/offices etc are requested to keep segregated the unused /scrap materials (as per the aforesaid list) immediately so that Estate office can remove the materials without further delay.

Also liaison officer may be nominated by each Bhavana /Department /office who would co-ordinate removal / disposal of the unused /scrap materials.


Deputy Registrar
Estate Office

Copy to:-

- 1) Directors / Principals / Heads of all Bhavana / Centre / Dep't of V.B.
- 2) Heads of all administrative sections /offices
- 3) P. A. to Registrar


Deputy Registrar
Estate Office