



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

Sub : Mandatory use of institutional email ID for official correspondence

The Competent Authority of the University has been pleased to pass the following order for implementation in order to ensure authenticity and security of electronic communication for official purpose :

1. Henceforth all official correspondence shall be made using institutional email IDs only
2. Private email IDs shall not be used for official correspondence after 15th. September, 2017
3. Faculty Members and Officials not having institutional email IDs may contact Dr. Sanjay Kumar Datta [Phone No.9434431377] or Shri Susanta Bhattacharya [Phone No.9434142500] of Computer Centre for further assistance in this regard.

All concerned are hereby requested to comply with the above.

No. REG/00/89/285
Date : 04.09.2017

QW 8/9/12
Registrar (Acting)
Visva-Bharati
Registrar (Acting)
Visva-Bharati

To :

1. All Directors/Principals of all Bhavanas/Vibhagas
2. The Heads of all Departments/Centres/Offices
3. In-Charge, Computer Centre
4. All Joint Registrars/Deputy Registrars/Assistant Registrars/Section Officers
5. Dr. Sanjay Kumar Datta, Computer Centre
6. Shri Susanta Bhattacharya, Computer Centre
7. C.S. to the Vice-Chancellor
8. Assistant Registrar, Office of the Pro-Vice Chancellor
9. P.A. to the Registrar
10. University Webmaster – To upload it in the University Website.