



Visva-Bharati

CIRCULAR

The undersigned is to convey that it has come to the notice of the authority that Bhavanas, Departments, Offices, Sections, Centres of University are using different kinds of University letter heads, neither authorized nor officially permitted by the University.

All Bhavanas, Departments, Offices, Sections, Centres of University should collect the official letter heads from the Central Stores & Purchase Section only and only Directors, HODs, Heads of Offices/Sections etc., will use official letter heads for official communications made with outside organizations, offices etc, and in no case any personal communication (like application for quarters, application for participation in Seminar/Conference etc) shall be made using official letter heads.

Memo No.: Legal/769/2017-18
Dtd. : 08.05.2017

Qm 8/5/17
Registrar
Visva-Bharati

Copy to:

1. All Directors
2. All Principals
3. All Heads of the Academic and Non-Academic Departments / Centres
4. Proctor
5. Controller of Examinations
6. Finance Officer
7. Jt. Registrar (Admn.)- with request to arrange printing of letter heads through University press
8. Accounts Officer
9. Internal Audit Officer
10. Chief Security Officer
10. All Dy. Registrars
11. All Asstt. Registrars
12. Section Officer - Central Stores & Purchase Section
13. C.S. to Upacharya
14. P.A. to Registrar
- ✓ 15. University Webmaster - for uploading it on the University Website