



No.MANUU/G.H/F.03/2016-17/06

10th October, 2016

CIRCULAR

All the Deans/Directors, Heads of Departments / Sections (Teaching and Non Teaching) are hereby informed that if the meetings are conducted at the VIP Guest House, the snacks / refreshment to the members shall be provided by the Guest House itself and the expenditure incurred towards snacks / refreshment shall be paid to the Guest House by the section / department concerned.

Further, the Heads are requested to intimate the number of members for arrangement of snacks/ refreshments in advance.

By Orders

I/c VIP Guest House

To

All Deans of School of Studies
All Directors of Centers
All Heads / In-Charge of Departments (Teaching)
All Section Heads/ In-charge (Non- Teaching)

Copy to:

1. P.S to Vice-Chancellor
2. P.A to Registrar
3. Guest House Manager
4. Director CIT – for uploading the information on the website
5. Concerned file