DEPARTMENT OF BOTANY & FORESTRY



VIDYASAGAR UNIVERSITY

MIDNAPORE-721102 :: WEST BENGAL Phone: (03222) 276554 /276555 Extn. 430/453

E-mail:- vubotany@gmail.com

Ref. No.

Date 31st March, 2015

NOTICE

An emergency Departmental Committee meeting will be held on 1st April,'15 at 11.30 a.m. in the room of the Head of the department to discuss on the following agenda. The faculties of the department are requested to be present in the meeting.

Agenda

To consider and discuss on the letter from the Registrar (ref. no. VU/R/462/2015 dt. 31.03.15)

Dr. A. K. Nandi

Head

HEAD

Department of Botany & Forestry

Vidyasagar University

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31/3/15

The meeting is deferred to 1.00 pm. due to an macrosid wigent official assignment Arkands.

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VIDYASAGAR UNIVERSITY

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

Ref.: VU/R/462/2015

Dated: 31.03.2015.

To
The Head,
Department of Botany & Forestry,
Vidyasagar University.

Sub: Matter regarding closing the sitting room of Professor N.K. Verma along with the adjacent laboratory used by him and also handing over the keys etc.

Dear Sir,

This has reference to your letter bearing No. VU/BOT/PG/28/15 dated 17.03.2015 along with the decision of the Departmental Committee of Botany & Forestry pertaining to the subject mentioned above.

I have been directed to request you to kindly take necessary arrangement for closing the sitting room of Professor Verma along with the adjacent laboratory used by him as decided by the Departmental Committee of Botany & Forestry in its meeting dated 17.03.2015 including the hand over the keys etc. and an action taken report in this regard may kindly be sent to the undersigned at the earliest.

The Finance Officer of this University is also requested to take clearance as per the rules of the University.

With regards,

Yours sincerely,

Dr. J. K. Nandi)
Registrar.(Acta.)

Registrar (Acting)
VIDYASAGAR UNIVERSITY
MIDNAPORE



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