दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar
SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236

F.No-CUSB/Admin/Guest House/01/2020/363 Date: 26.02.2020

NOTICE

All the Faculty Members, Officers and Members of staff are hereby informed that request regarding booking of accommodation at **University Guest House** and **Swami *Vivekanand Lecture Hall Complex*** for various officical purposes i.e. Statutory Meetings/Seminar/Conference/Workshop etc must be submitted well in advance in prescribed format (duly forwarded by the concenred unit head) to **Estate Section,** Shri Dewesh Kumar Mishra, I/c Estate (Mob. No.-9110970116) or Shri Arvind Tigga, UDC (Mob. No-9199543690) for consideration. Confirmation of booking will be communicated by the Estate Section based on the availability/priority.

Request regarding booking of Guest House and Swami Vivekanand Lecture Hall complex by any other means/mode will not be considered.

This issues with the approval of the Competent Authority.

26.02.2020

(Pratish Kumar Das)
Deputy Registrar

Encl: Application/Request form for booking of (i) University Guest House (ii) Swami Vivekanand Lecture Hall Complex.

Copy To

1. PS to VC/FO/COE : For information
2. PS to Registrar for information and necessary action.
3. Chief Proctor : For information
4. Dean Students' Welfare : For information
5. PRO for information
6. All Faculty Members for information.
7. Officer and Staff for information.
8. Systems Analyst : To upload forms on university website
9. Guard File