



NOTICE

All the Faculty Members, Officers and Members of staff are hereby informed that request regarding booking of accommodation at **University Guest House** and **Sewari Vishwanath Lecture Hall Complex** for various official purposes i.e. Statutory Meetings/Seminar/Conference/Workshop etc must be submitted well in advance in prescribed format (duly forwarded by the concerned unit head) to **Estate Section**, Shri Dewshi Kumar Mishra, U/G Estate (Mob. No.-9132879136) or Shri Arvind Tiaga, UDC (Mob. No.-9199043690) for consideration. Confirmation of booking will be communicated by the Estate Section based on the availability/priority.

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

This issues with the approval of the Competent Authority.


 Rajesh Kumar Das
 Deputy Registrar

Recd: Applications/Request form for booking of (i) University Guest House
 (ii) Sewari Vishwanath Lecture Hall Complex.

Copy To

1. PB to VC/PG/COE : For information
2. PB to Registrar for information and necessary action.
3. Chief Proctor : For information
4. Dean Students' Welfare : For information
5. PBO for information
6. All Faculty Members for information.
7. Officer and Staff for information.
8. Systems Analyst : To upload [info](#) on university website
9. Guard File