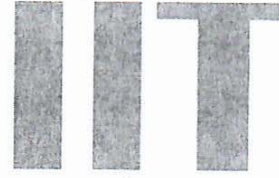




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (D.R.); 6702076, 2307005 (Office); FAX : 91-542-2368428; e-mail : administration@itbhu.ac.in

कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. IIT(BHU)/GAD/3(39)/I.Card/Gen./ 5413

Date-15.06.2017

NOTICE

In continuation to the Notice No.IIT(BHU)/GAD/3(39)/I.Card/3592 dated 25.05.2017, this is to notify to all concerned that the following specifications be used for the **Temporary Entry Pass** to be issued to the non faculty staff, who are engaged directly by the Institute on contract/daily wage basis and for short term:

Pass Size	54 x 85 mm
Paper Quality	One sided glassy paper 180g/m ²
Photo Size	Preferably Stamp Size

Further, in case of outsourcing staff, the said Pass/Identity Card will be provided by the concerned outsourcing agency.

This issues with the approval of the Director.


Assistant Registrar (Admin) II

Ref. No. IIT(BHU)/GAD/3(39)/I.Card/Gen./ 5413

Date-15.06.2017

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. The Associate Dean (Academic Affairs)
3. All the Heads of Departments/Coordinator of Schools
4. The Coordinators/Incharge of Units/Centers/Offices
5. All the Professor In-charges
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Committee
8. The Chairman, Senate Library Committee
9. The Chairman, IIT (BHU)-Cafeteria Committee
10. The Chairman, Council of Wardens
11. The Chairman, Web Management & E-mail Services Committee
12. The Coordinator, GTAC
13. The Deputy Chief Proctor
14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
15. All the Joint Registrars
16. The Deputy Registrar (Accounts)
17. All the Assistant Registrars
18. All Section Officers, Administrative Block, to circulate in the concerned section
19. P.S. to the Director
20. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University)


Assistant Registrar (Admin) II