



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(23)/Trg. Prog. (M&T)/Gen./479

Dated: 12.04.2017
URGENT

NOTICE

In continuation to this office Notice No. IIT(BHU)/GAD/3(23)/Trg. Prog.(M&T)/Gen/9985 dated 05/06.10.2016, this is to convey to all concerned that a training programme on the topic "**Purchase procedure and processing of Bills**" will be conducted by Ms. Swati Biswas, Deputy Registrar (Accounts) on **19.04.2017 (Wednesday)** from **03.00 p.m. to 05.00 p.m. in the Annie Besant Lecture Theatre (ABLT) of the Institute.**

All the staff posted in Trade Bill/ Purchase Section as well as of Departments/Schools/Centers of the Institute dealing with these areas are hereby requested to attend the said training programme, accordingly.

All the Heads of the Departments/Offices/Units/Coordinators of the Schools are requested to depute the concerned employees for the purpose.


Assistant Registrar(Admin.)-II

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./479

Dated: 12.04.2017
13

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Associate Deans
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, 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 the Joint Registrars
15. The Deputy Registrar (Accounts)
16. All the Assistant Registrars
17. P.S. to the Director
18. P.A. to the Registrar


Assistant Registrar(Admin.)-II