

UNIVERSITY OF CALCUTTA

REGISTRAR'S DEPARTMENT

This is to inform all Academic Departments, Centres, School and other Academic units under the University of Calcutta, as per the office order dated 22.11.2017 (enclosed) it is to be noted that all documents related to Projects, Grants, Research proposals, Certificates, Statements, Fellowship related matters, which are to be signed by the Registrar, are to be submitted through the office of the Development & Planning Officer (DPO) after being forwarded by the concerned HOD/Director/Coordinator and the Secretary/Asstt. Secretary of the respective Faculty Council. This will be applicable for both UGC and non-UGC assisted grants and fellowships.

In order to enable the DPO to forward the cases to the Registrar, all concerned Departments/Members of Faculty/Fellows are requested to submit all relevant document/information/communication to the office of DPO so as to ensure proper keeping of records right from the proposal (in case of research grants), sanction letters, annual reports, previous utilization certificates, continuity certificates (for fellows), certificates from the BOR stating that the student is not residing in any accommodation of the University (for HRA claim), etc. It may not be possible to forward the files 'on-the-spot' by hand until the records are updated. All concerned are therefore advised to take necessary actions well ahead in time and are requested to avoid 'last minute' actions.



REGISTRAR

UNIVERSITY OF CALCUTTA

R.H.
Kamr 23.11.17



1062/uge/23.11.17

UNIVERSITY OF CALCUTTA
SENATE HOUSE
87/1, College Street, Kolkata – 700 073

Prof. (Dr.) Rajagopal Dhar Chakraborti
Registrar

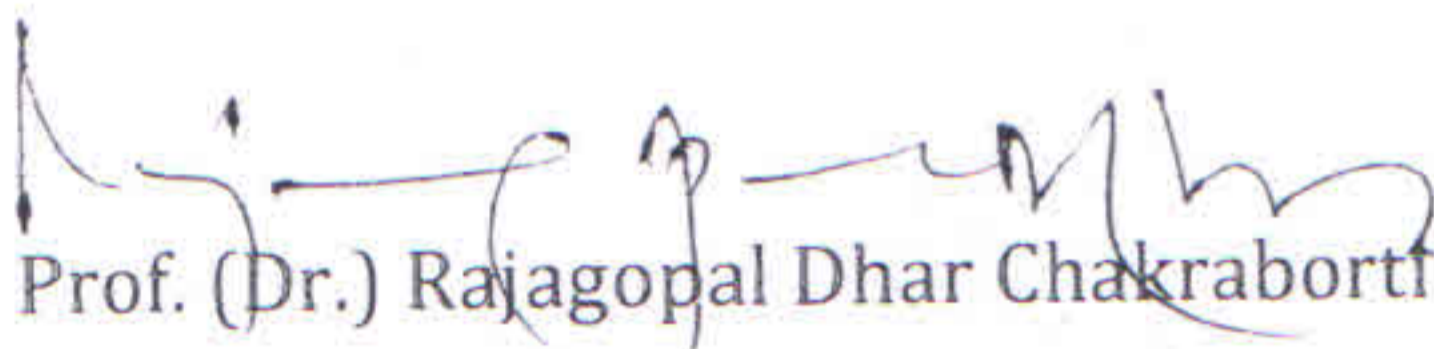
প্রফেসর (ডঃ) রাজাগোপাল ধর চক্রবর্তী
নিবন্ধক

Phone : 2241-0071/4984
Fax : 91-033-2241-3222
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Date : 22.11.2017

NOTICE

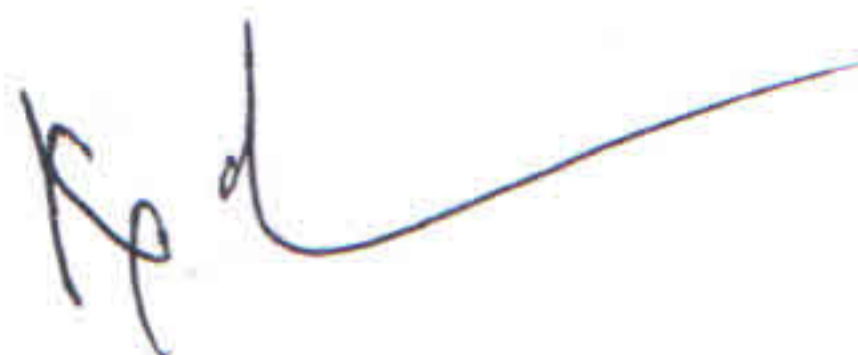
It is hereby brought to the notice of all concerned that the Registrar will endorse/forward any relevant papers/documents pertaining to any project/fellowship/scholarship/etc., only if it is routed through the concerned HOD, Secretary/Asstt. Secretary and D.P.O. This order will take immediate effect.


Prof. (Dr.) Rajagopal Dhar Chakraborti

23 NOV 2017

Copy to: DPO

with a request to circulate widely to all
concerned.



23 NOV 2017