

From  
**University Librarian**



**University of Calcutta**  
Senate House  
87/1 College Street  
Kolkata – 700073  
Phone : 2241 0071/ 4984  
Email : univlibrarian@caluniv.ac.in  
soumitasarkar@caluniv.ac.in

**The Heads of all Academic and Administrative Departments  
University of Calcutta**

**13 January, 2017**

**Dear Madam / Sir,**

As per order of the Vice-Chancellor, *Office Order/408/2016 dated December 29, 2016* as communicated by the Registrar dated *January 9, 2017* regarding publication of advertisement of the University concerning advertisement/ tender, notification, etc., I am to inform you that

- “Kindly ensure that all insertions concerning advertisement/tender, notification, etc. of the University be first inserted in the University website and then advertised in the newspaper.
- All materials to be put in the University website by Heads of academic/ administrative departments/PI of Projects are to be sent only to the University Librarian through email at least 2 days prior to the proposed date of insertion in the website.
- The matter to be uploaded be sent to the University Librarian through email at [website@caluniv.ac.in](mailto:website@caluniv.ac.in) with a copy to the Registrar at [registrar@caluniv.ac.in](mailto:registrar@caluniv.ac.in)
- A hardcopy of the matter to be published in the website by the Heads of academic/administrative departments/PI of Projects should be forwarded to the Assistant Registrar for record.”

In view of the above, you are requested to send matter to be published in the University Website directly to the undersigned only through email at [website@caluniv.ac.in](mailto:website@caluniv.ac.in) with a copy to the Registrar at [registrar@caluniv.ac.in](mailto:registrar@caluniv.ac.in) with immediate effect.

Henceforth, no CD and hardcopy are required to be sent to the office of the undersigned. The above communication may please be circulated to all concerned of your department.

Yours truly,

(Soumitra Sarkar)  
University Librarian  
Copy to :  
The Vice-Chancellor  
The Pro-Vice-Chancellors  
The Registrar