



No. R-S/N-1/24

Dated 25th June, 2025

NOTIFICATION

It is notified for information of all concerned that for smooth functioning of the University administration following measures are adopted for receiving and distributing letters, documents, papers, files, communication etc. in different sections/departments of this University:

1. The Central Receiving cum Despatch Unit of this University is revived with three Separate Wings and will function henceforth parallelly at three campuses i.e. Rajbati, Golapbag and Golden Jubilee from the following places;
 - a. **Rajbati wing** : Sales and Information Counter situated at Rajbati campus.
 - b. **Golapbag wing** : P.G. office of Golapbag campus situated at ground floor of Humanities Building.
 - c. **Golden Jubilee wing** : Receiving and Despatch Section of Registrar's Department situated at ground floor of Golden Jubilee Building.
2. All types of Inter-Campus movement of letters, documents, papers, files, communication etc. will be done only through three wings of the Central Receiving cum Despatch Unit. All types of Intra-Campus movement of letters, documents, papers, files, communication etc. will be done by the peons/supporting staff members posted in the various departments/sections.
3. Every department/section located at Rajbati Campus, Golapbag Campus and Golden Jubilee Campus are requested to submit and / or receive their letters, documents, papers, files, communication etc. to / from the Rajbati wing, Golapbag wing and Golden Jubilee wing of Central Receiving cum Despatch Unit, respectively, by their peons/supporting staff members.
4. The staff members posted in the Golden Jubilee wing will segregate the items submitted by different departments/sections for onward transmission to Golapbag & Rajbati campus and peons/supporting staff members of the said wing will bring those items to the Golapbag wing, Rajbati wing, CDOE building and UIT building, as applicable, on every working day at 12:00 noon and 04:00 p.m.

AND

The same peon/supporting staff, during return, will bring back letters, documents, papers, files, communication etc. from the Golapbag wing and Rajbati wing, as applicable, to the Golden Jubilee wing.

5. The peons/supporting staff members posted in the Rajbati wing will bring the submitted letters, documents, papers, files, communication etc. to the Golapbag wing only on every working day at 12:00 noon and 04:00 p.m.

AND

The same peon/supporting staff will bring back letters, documents, papers, files, communication etc. from the Golapbag wing to Rajbati wing.



THE UNIVERSITY OF BURDWAN
RAJBATI, BURDWAN – 713 104
Registrar's Secretariat

Email: registrar@buruniv.ac.in
Website : www.buruniv.ac.in

6. Peons/supporting staff members of the all the three wings of Central Receiving cum Despatch Unit will deliver the letters, documents, papers, files, communication etc. to the concerned department/section, as applicable.
7. Dept. of Microbiology, Computer Science, Environmental Science, Biotechnology, BKCRTC & Meghnad Saha Planetarium are requested to submit and/or receive their letters, documents, papers, files, communication etc. to/from the Golapbag wing.
8. The Sr. Medical officer, University Health Centre is requested to submit and/or receive letters, documents, papers, files, communication etc. to/from the Rajbati wing.
9. All sections/departments are requested to use at least two sets of Peon Book for the purpose. One set will be kept along with the files and papers by the concerned central wing and will be returned after signing by the recipient sections.

By order of the Hon'ble Vice Chancellor


(A. Chatterjee)

REGISTRAR (Officiating)

No. R-S/N-1/24/1(100)

Dated 25th June, 2025

Copy forwarded for information and necessary action to:

1. The Dean, F.C. for P.G. Studies in Arts, Commerce, Law, etc., B.U.
2. The Dean, F.C. for P.G. Studies in Science, B.U.
3. The Finance Officer, B.U.
4. The Controller of Examinations, B.U.
5. The Inspector of Colleges (offg.), B.U.
6. All Heads/Teachers-in-Charge of all teaching Departments, B.U.
7. All Officers of the University of Burdwan
- They are requested to circulate this notification among all the attached staff members.
8. The President/General Secretary, BUTA/ WBCUPA/ SBTBS, BU Branch/ BUOA/ BUKU/ BVCS.
9. The System Engineer & In-Charge, Computer Centre, B.U. with the request to place this notification on the University Website.
10. The office of the Vice Chancellor/Office of the Registrar/Office of the Inspector of Colleges/Office of the Director, Life Long Learning, The University of Burdwan



REGISTRAR (Officiating)