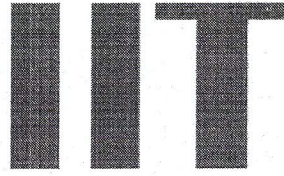


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Shaping the nation since 1919

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कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No.: IIT (BHU)/ADM/123/Gen//4268

Dated : 16.01.2016

All the Deans
All the Heads of Departments/Coordinator of Schools
The Coordinators/Incharge of Units/Centers/Offices
All the Professor Incharges
The Chief Councillor, IIT (BHU)-Gymkhana
The Chairman, Senate Library Committee
The Chairman, IIT (BHU)-Cafeteria Committee
The Chairman, Council of Wardens
The Coordinator, GTAC
All the Admin. Wardens/ Wardens -Hostel.
The Incharge, 1st Year Computer Lab.
The Deputy Chief Proctor
All the Deputy Registrars
All the Assistant Registrars

Indian Institute of Technology (BHU).

Dear Sir/ Madam,

On the occasion of Republic Day, the Institute is considering to honour Non-Faculty employees of the Institute.

It is therefore, requested that the names(s) of such employees working under your control from Group-B and Group-C categories of Technical and Ministerial Cadre (one from each category for the two cadres), may kindly be sent to the office of the undersigned latest by 20.01.2016 on the prescribed format given overleaf.

This may kindly be treated as **MOST URGENT**.

Yours faithfully,

[Signature]

ASSTT. REGISTRAR (ADMIN.-II)

Encl.: Overleaf

Ref. No.: IIT (BHU)/ADM/123/Gen//4268

Dated : 16.01.2016

COPY alongwith above enclosures forwarded to the following for information and necessary action :

1. The Chairman, Web Management & E-mail Services Committee, IIT (BHU) for uploading it on the internal website of the Institute.
2. P.S. to the Director, IIT (BHU).
3. P.A. to the Registrar, IIT (BHU).

[Signature]

ASSTT. REGISTRAR (ADMIN.-II)

Encl.: Overleaf

