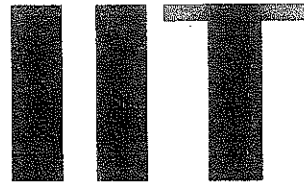


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
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कुलसचिव कार्यालय  
(सामान्य प्रशासन)

Office of the Registrar  
(General Administration)

Ref. No. IIT(BHU)/GAD/3(31)/Conf.-Semi/Gen./ 8989

Date: 10.10.2018

### NOTICE

It has been observed that on many occasions public figures are invited in Departmental Conferences, Seminars, social events, etc. by various Departments/Schools/Units etc. Also on many occasions, press conferences and other functions are held or press releases are issued without prior approval of the Competent Authority. At times these create embarrassing position for the Institute.

It is, therefore, desired that before fixing any programme/ Conference/ Seminar/ press conferences or any other such function in which any political leader/public figure/dignitary, etc. is being invited and also before holding any press conference or issuing press release, prior approval be obtained from the Competent Authority of the Institute.

This may kindly be given wide publicity among all the concerned.

This issues with the approval of the Competent Authority.

  
Registrar

Ref. No. IIT(BHU)/GAD/3(31)/Conf.-Semi/Gen./ 8989

Date: 10.10.2018

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. Prof. Incharge, Main Library
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Committee
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. The Joint Chief Proctor
13. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
14. The Joint Registrar (Admin.)
15. The Deputy Registrar (Accounts)
16. All the Assistant Registrars
17. P.S. to the Director
18. P.A. to the Registrar

Indian Institute of Technology(BHU)

  
Registrar