



# Aliah University

(Under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)  
IIA/27, New Town, Kolkata - 700160, West Bengal

Memo No: AU / REG /0041/22

Dated: 25.01.2022

## OFFICE ORDER

As suggested by the Finance office this is for general information to all concerned that henceforth all Teaching and Non-Teaching staffs of this University are directed to write his/her full name, designation and the name of their respective Department below their respective short signature so as to identify who has initiated the actual document or wrote a comment.

  
Registrar

Memo No: AU/REG/0041(6)/22

Dated: 25.01.2022

Copy forwarded for information and necessary action to:

1. P.A.to Hon'ble Vice-Chancellor
2. Deputy. Registrar, Park Circus Campus
3. All HoDs/ HoDs (Officiating)
4. Finance Office.
5. Controller Examination.
6. Guard file.

  
Registrar