



बिहार पशु विज्ञान विश्वविद्यालय
बिहार पशुचिकित्सा महाविद्यालय प्रॉगण, पटना -800014

BIHAR ANIMAL SCIENCES UNIVERSITY

BIHAR VETERINARY COLLEGE CAMPUS, PATNA-800014


No...343.../Reg./BASU, Patna

Dated...12.../08/2020

CIRCULAR

Sub. : Preparing and forwarding of notes in the files.

It has been observed that notes are prepared in a casual manner by the initiating officials. The immediate senior officials in the chain do not pay attention to what has been written by their junior. The file with such faulty notes reach is the highest offices of the University and such negligence is many a times corrected by the Hon'ble Vice-Chancellor himself. This is highly undesirable to initiate, process and forward the file in such a manner. The basic responsibility to prepare a good draft, without mistakes, rests with the person who is initiating the case. Thereafter, the senior persons in the hierarchy are also supposed to scrutinize the file and only after that they should forward the same. Henceforth, action may be taken by the superior officers on defaulting employees. The faulty files reaching the Registrar Office will be dealt accordingly.


Registrar
Bihar Animal Sciences University
Patna

Copy forwarded to All Deans / Directors / Unit-In-charges / Finance Comptroller /
Dy. Registrar, BASU, Patna for information and necessary action.

C.C. to Secretary to VC for kind information of the Hon'ble Vice-Chancellor, BASU, Patna