



Tel : 0612-2217468/2786141

Fax : 0612-2786178

e-mail : secy-gs-bih@nic.in

## GOVERNOR'S SECRETARIAT, BIHAR

RAJ BHAWAN, PATNA-22

No.-BSU-07/2013-493 /GS(I)

Dated the 2<sup>nd</sup> May, 2013

From,

Sudhir Kumar Rakesh  
Principal Secretary to Governor  
Bihar.

To,

The Vice Chancellor  
All Universities of Bihar.

Sub:- Use of e-mail for speedy correspondence between the Chancellor's office and Universities.

Sir,

It is to bring to your kind notice that a lot of correspondence takes place between the Chancellor's office on one hand and different Universities' offices on the other. It has been observed that letters/documents are generally sent either by post, or by special messenger or through fax. When letters/documents are sent by post/through messenger, these are delivered after lapse of considerable time. When documents are faxed, the process consumes a lot of time, energy and effort both at the sending as well as the receiving offices.

It is, therefore, desirable that more and more correspondence is sent through e-mail. This will be in addition to the post copy, which is required to be sent in confirmation. Letters/documents (including annexures) may be scanned at the end of the sending office and then may be transmitted through e-mail. This will be the quickest mean of sending documents and the expenses involved will also be minimal.

The list of e-mail IDs of H.E. the Governor's Secretariat and those of different Vice-Chancellors and Registrars of Universities is attached for ready reference. The e-mail IDs have already been activated. The user name and password of the IDs created for Universities are being sent to the users separately. It is requested that immediately after receipt of the said communication, passwords may be changed in order to maintain security as well as confidentiality.

If there are other official e-mail IDs of Vice-Chancellors/Registrars, those may also be used under intimation to the Chancellor's Secretariat.

It is, therefore, requested that necessary action may kindly be taken at your end for exchange of communication with this Secretariat through e-mail.

This may kindly be treated as important.

Yours faithfully,

Encls : As above.

  
Principal Secretary to Governor

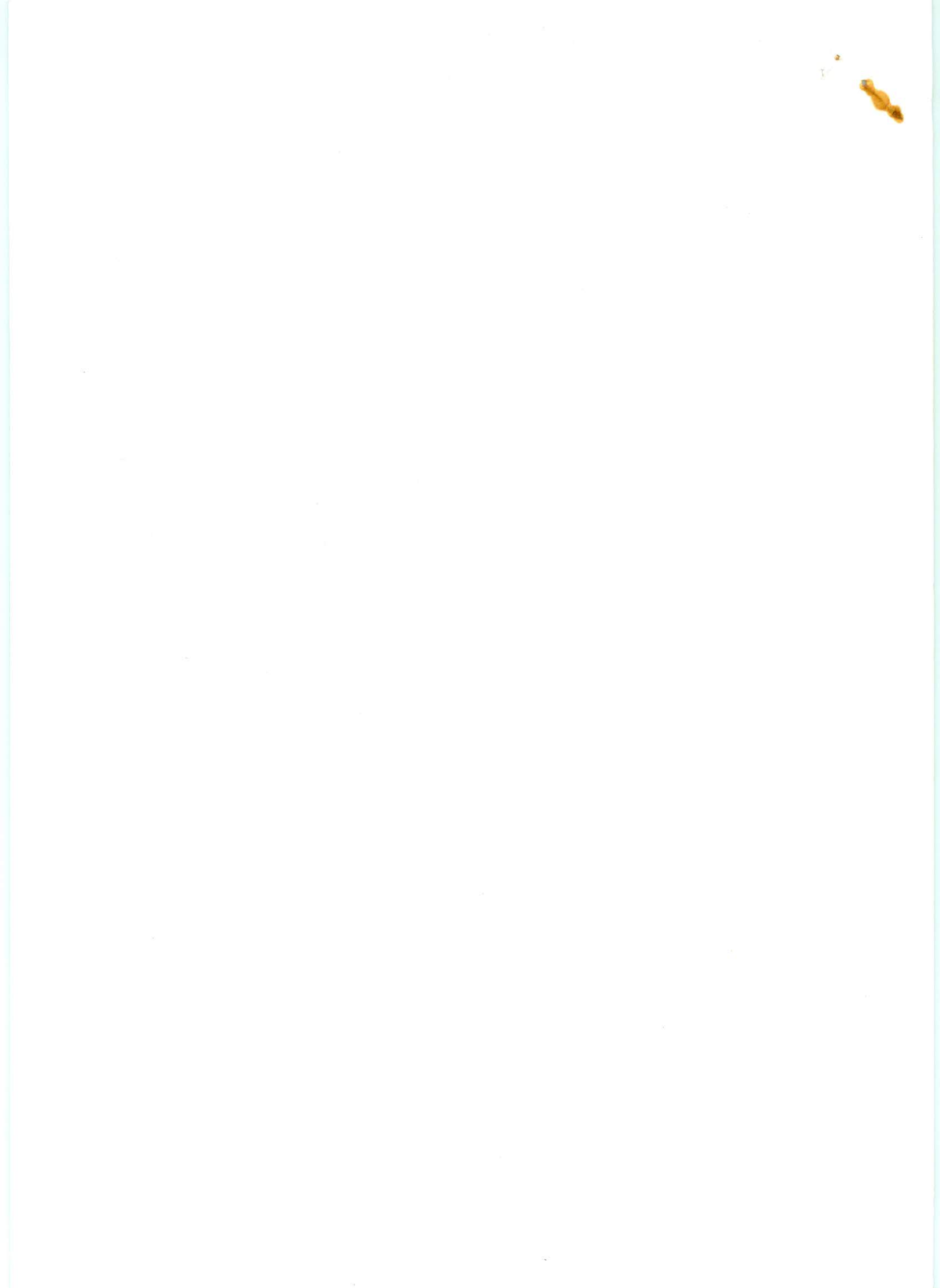
Memo No.-BSU-07/2013-493 /GS(I)

Dated- 02.05.2013

Copy forwarded to the Registrar, All Universities of Bihar for information & necessary action.

Encls : As above.

  
Principal Secretary to Governor





GOVERNOR'S SECRETARIAT, BIHAR  
RAJ BHAVAN, PATNA - 800022

Letter no. : BSU-27/2013-472/GS(I)

Dated 28<sup>th</sup> April, 2013

From,

Sudhir Kumar Rakesh,  
Principal Secretary

To,

The Vice Chancellor  
The Pro Vice Chancellor  
The Registrar  
All the Universities of Bihar.

**Sub : Regarding functioning of the Universities.**

Sir,

With reference to the above, I am directed to bring to your kind notice that H.E. The Governor-cum-Chancellor of Universities, Bihar has desired that the Universities be kindly advised as under :-

Functioning of the Universities should be carried out in terms of provisions of the Acts / Statutes. For this purpose, it would be important to hold the meetings of the Senate, the Syndicate, the Academic Council, the Examination Board etc. on time and as provided under the relevant Acts/Statutes. Meetings of other important decision making bodies should also be held in a timely manner.

Where there are provisions regarding nomination of Head of Department/Principal on rotation basis in Senate or Syndicate by the Hon'ble Chancellor, or in case of other nomination(s)/ approval(s), a self-contained and self-explanatory request may kindly be sent to this office well in advance to enable timely decision making at this end.

The Hon'ble Chancellor has further desired that the Universities be advised to take decision/action only in terms of what is permissible under Acts and Statutes and that no action should be taken which may be contrary to the provisions of Acts/Statutes.


Universities may kindly regularize and follow their Academic Calendar, hold examinations and publish results on time, as prescribed under the relevant provisions. Universities should also, after declaration of results, organize Convocation every year, preferably in the month of August/September. If required, sanction regarding Deemed Date may be taken from the Hon'ble Chancellor.

It is further requested that no action be taken in anticipation of approval by the Hon'ble Chancellor and proposals requiring the Hon'ble Chancellor's approval may kindly be sent well in advance, complete with all details.

Detailed letters in this regard will follow in due course.

Kindly acknowledge receipt.

Yours faithfully

 28/4/2013  
(Sudhir Kumar Rakesh)  
Principal Secretary



