



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

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Ref. No.: 026/UGB/DR-26

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Date: 09.01.2026

OFFICE ORDER

In compliance with the directions of the Hon'ble Vice-Chancellor and in pursuance of the resolution adopted in the meeting held with all Deans of Faculty Councils of Postgraduate Studies, all Heads/Coordinators of PG Departments, and all Officers of the University on 18.12.2025 (vide Ref. No.: 528/UGB/R-25 dated 12.12.2025), the undersigned is directed to notify the following decisions regarding process of Official Communication for compliance by all concerned:

1. All official communications must follow the proper channel.
2. Confidential academic matters must be submitted through proper channel in a sealed envelope.
3. Examination related matters must be communicated directly and confidentially to the Controller of Examinations (CoE).

This Office Order shall come into force with immediate effect.

All the Head of Academic and Administrative Departments are requested to circulate the office order and kindly disseminate the information among all concerned.


DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA
MALDA (W.B.)

(Dr. Rajib Patitundi)
Deputy Registrar (Addl. Charge)

Copy forwarded to:

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB.
2. The Deans, All Faculty Councils of Post Graduate Studies, UGB.
3. The Registrar, UGB.
4. All Heads/Coordinators, PG Departments, UGB.
5. All Officers, UGB.
6. Office File.
7. University Website.