



**DEPARTMENT OF ELECTRICAL ENGINEERING  
ALIAH UNIVERSITY**

Action Area II, Plot No. IIA/27, New Town, Kolkata 700160

Memo No: AU/EEN/089/18

Date: 24.09.2018

**Rectification of departmental memo nos.**

This is for information of all concerned that, during the changeover of headship of this department recently, few departmental memos have, inadvertently, got duplicate reference numbers. All concerned are hereby requested to kindly rectify the memo numbers in their record, as indicated in following table.

Sl. No.	Memo no. indicated	Subject	Memo no. to be read as	Special Attention
1	AU/EEN/080/18 (05/09/2018)	Request for grant of advance amount	AU/EEN/084/18	✓ Office of the Registrar
2	AU/EEN/081/18 (10/09/2018)	Reconstitution of Departmental Purchase Committee	AU/EEN/085/18	✓ Office of the Registrar
3	AU/EEN/082/18 (10/09/2018)	Attendance report of members of EEN	AU/EEN/086/18	✓ Office of the Registrar
4	AU/EEN/083/18 (10/09/2018)	Shifting of HoD office	AU/EEN/087/18	✓ Office of the Hon'ble VC ✓ Office of the Registrar ✓ Controller of Examinations ✓ Finance Officer ✓ Stores & Purchase section
5	AU/EEN/084/18 (17/09/2018)	Extension of M. Tech. dissertation	AU/EEN/088/18	✓ Office of the Registrar ✓ Controller of Examinations ✓ Chairman, Hostel Committee

Regards,

Head (Officiating),  
Department of Electrical Engineering

Copy to:

1. PA to Hon'ble Vice chancellor
2. PA to Registrar
3. Controller of Examinations
4. Finance Officer
5. Chairman, Hostel Committee
6. Stores & Purchase section