

## **LIBRARY NOTICE**

ABESIT/LIB./NOTICES/2018-19/07

Date: - 12th Sep.2018

### **SUBJECT: SOFT / HARD COPIES OF DOCUMENTS AS RECORD IN LIBRARY RECORD-ROOM**

To,

Heads of the Departments / Departments Incharges

I wish to submit following for your information and needful action, please.

1. It has been observed that some of the departments have not submitted their documents in library record-room. So, Kindly ensure that all the documents (Notices, FDP, Conference etc. documents) be submitted to library record-room timely.
2. Kindly ensure that all the documents be marked to **record.room@abesit.in** as CC.
3. Also do not forget to mark record-room **file reference number** in soft & hard copies of the documents, to enable us to manage filing of documents.

Thank you in anticipation for your cooperation in the process of digitization.



(Dr. Rakesh Singh Tomar)  
Librarian

Cc to:

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|---|--|
| 1. Hon'ble Chairman sir/ Advisor Sir,         | 7. Mr. R. C. Sharma, Registrar (e-mail)                    |
| 2. Director Sir, (e-mail)                     | 8. Mr. Sanjay Vaish, Head- HR (e-mail)                     |
| 3. Dy. Director sir / Dean Academics (e-mail) | 9. Mr. Vaibhav Jain, Officer Incharge, Exam. Cell (e-mail) |
| 4. Prof. S.B. Bajpayee- Proctor (e-mail)      | 10. Record Room. <b>(Lib.1.1)</b>                          |
| 5. All Hod/ In-charges (e-mail)               | 11. ABESIT/ Library Website                                |
| 6. Mr. Nitin Jain, Head-CRC (e-mail)          |  |