



पांडिचेरी विश्वविद्यालय  
(पांडिचेरी विश्वविद्यालय नियम, 1985 के अंतर्गत केन्द्रीय विश्वविद्यालय)  
**PONDICHERRY UNIVERSITY**  
(A Central University established under the Pondicherry University Act 1985)

डा. जे. संपत्त  
Dr. J. SAMPATH, M.A (Soc), M.A (Pub.Ad), M.A (His), B.L., Ph.D.,  
कुलसचिव &c  
REGISTRAR &c

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Puducherry - 605 014.

सन्दर्भ संख्या  
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दिनांक :  
Date :

April 17, 2013

**CIRCULAR**

It is noticed that some of the faculty members submit travel bills / programme bills after attending / organizing programmes, without prior administrative approval of the University which leads to difficulties in administrative process.

Hence, Faculty / Officers who propose to avail travel grant / seminar grant / programme assistance to attend seminar etc. within India (or) Abroad or organize programmes, should get prior administrative approval failing which it may not be feasible to consider financial assistance.

// By Order//

  
REGISTRAR

To

All Faculty / Officers  
Pondicherry University.

Copy to:

1. The A.R. to V.C – for kind information of the Vice-Chancellor
2. The P.S. to the Director, SEI & RR – for kind information of the Director
3. The A.R, O/o. the Registrar – for kind information of the Registrar
4. The P.S to the F.O – for kind information of the Finance Officer
5. The P.S to the CoE – for kind information of the Controller of Examinations
6. The Librarian, Central Library
7. The P.S to the Director of Research – for kind information of the Director