

दक्षिण बिहार केन्द्रीय
विश्वविद्यालय



Central University of
South Bihar

(A Central University Established by an Act of Parliament)
NAAC Accreditation : Grade 'A⁺⁺'

F. No. CUSB/Admin./Guest House Corres./01/2020(25)/27

Date: 14.02.2026

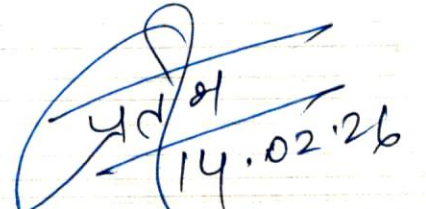
Notice

Of late, it has come to the notice of the Competent Authority that for arrangement of food and beverage services, the requests from departments are received at last moment, which hamper the smooth execution of desired services.

In view of above, it is to inform you all that for arrangements of food and beverages for departmental activities such as Seminar, Conference, Workshop, Symposium, alumni meet etc., the department concerned shall deposit 80% of total estimated amount as advance preferably one week before the commencement of the activity for smooth and hassle-free services of Guest House.

All requests and correspondence must be made to the In-charge or Assistant In-charge of the Guest House. Request made to any staff members or deputed employees will not be processed.

This issues with the approval of the Competent Authority.


(Pratish Kumar Das)
Deputy Registrar

Copy to:

1. PS to HVC/Registrar/FO/CoE : for information
2. Guest House In-charge : for information
3. All Deans/Heads : for information
4. All Faculty Members/ Officers/Officials : for information
5. Guard File : for record.