

**OFFICE OF THE PRINCIPAL, V.N.(AUTO.) COLLEGE, JAJPUR ROAD**

NOTICE NO. \_\_\_\_\_ / DATE- \_\_\_\_\_

All members of staff (both Teaching & Non-Teaching) are hereby informed to fill up the personal details in the proforma available with the Staff Common Room Peon (for Teaching staff) & Head Clerk (for Non-Teaching staff) on or before 02.05.24 positively.

Principal  
V.N.(Auto.) College, Jajpur Road

Memo No. 1556 (9) / Date- 30-04-24

Copy to Office Guard File/ Principal's Guard File/ Staff Common Room/ Non-Teaching Guard file/ Establishment Section/ Head Clerk/ Administrative Bursar/ IQAC/ College Website for information & necessary action.

Principal  
V.N.(Auto.) College, Jajpur Road

*Administrative Bursar*  
*30/04/24*  
*30-04-24*