

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

**OFFICE NOTICE NO. \_\_\_\_\_ / DATE \_\_\_\_\_**

It is hereby informed to all the staff members that, the President G.B., and ADM, Kalinga Nagar has expressed his displeasure regarding direct access to his office without the knowledge of the undersigned. So, the staff members are warned not to repeat the same either by any SMS, telephonic call or direct access in person to the office of ADM. If they have any grievance, they may represent before him obtaining the prior permission of the undersigned.

This is most urgent.

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

**Memo No. \_\_\_\_\_ / Date \_\_\_\_\_**

Copy to the President, G.B. for his kind information.

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

**Memo No. 2149 (g) / Date 08.08.25**

Copy to Guard file / Principal's Guard file / Staff Common Room / Non-Teaching Guard file / Head Clerk / Adm. Bursar / IQAC / College Website / College Whatsapp Group for information and necessary action.

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

*2149 (g) 08.08.25*