

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

18-04-24

OFFICE LETTER NO. \_\_\_\_\_ / DATE \_\_\_\_\_

To

1. Md. Tika Khan (Reader in Mathematics)  
Controller of Auto. Examination
2. Sri Sanatan Das (Lecturer in Economics)  
Superintendent, Boys' Hostel
3. Dr. (Mrs.) Chirasmitha Mishra (Lecturer in Zoology)  
Superintendent, East Ladies Hostel
4. Mrs. Pramodini Tarai (Lecturer in Economics)  
Superintendent, West Ladies Hostel
5. Sri Radhika Ranjan Kanungo  
Superintendent, New Boys' Hostel
6. Sri Ajaya Kumar Mahakud  
Co-ordinator, IDP

Sub: - Updation of Cash Book and Other relevant documents for Internal Audit for the Financial Year 2023 - 2024.

Sir / Madam,

It is to inform you that for the Internal Audit of the Financial Year 2023-2024 the Cash Book, Pass Book and other relevant records of Autonomous Exam. Section, Boys' Hostel, East Ladies Hostel and West Ladies Hostel must be updated and submitted / inform to Prof. Pravat Kumar Swain, Reader in Botany on or before 20<sup>th</sup> April, 2024 positively.

Principal

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

Memo No. 1363 (14) / Date 19-04-24

Copy to Guard file / Principal's Guard file / Prof. Pravat Kumar Swain, Reader in Botany / Establishment Section / Accounts Section / Adm. Bursar / IQAC / College Website for information and necessary action.

Principal

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

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