



**PROCEEDINGS OF THE REGISTRAR**

**F.No.VU/Reg/A1/81 /2013**

**Date: 31.07.2013.**

**Sub:** Vignan University - presenting clothes on the occasion of birthdays of employees of Vignan University as a token of courtesy for their valuable contribution to the University - Regarding.

**Read:** Approved Note orders of the Vice-Chancellor dated 30.07.2013

**ORDER**

All the HoDs, Directors, Deans and Section Heads are hereby informed that the proposal of the Chairman, VFSTR for presenting a Greeting Card, a sweet packet and clothes to the employees of Vignan University and their spouses on the occasion of the Birth Days of the employee for their contribution to the University as a token of courtesy has been approved by the Vice-Chancellor and the following orders are issued in this regard.

The Registrar's Office shall maintain the list of employees who have completed one year service month wise along with the particulars of monthly gross salaries and send a copy to the stationery in-charge - A2 section one month in advance for procuring and presenting the clothes, Birthday Greeting Cards and 1 kg sweet packet duly extending copies to the HoDs / Section Heads of the concerned departments and Finance Officer.

On receipt of the list from the Registrar's Office the A2 section shall procure Greeting cards, sweet packets and the clothes subject to the limit of Rs. 2500/- each to the employees whose gross salary is upto Rs. 25,000/- per month and Rs. 3,500/- each for the employees of whose gross salary is above Rs.25,000/- per month. He shall maintain a Register showing the details of the purchases, indents of the concerned HoDs / Section Heads and acknowledgements / signatures in token of receipt of the clothes etc., The register along with update entries shall be put up to the Registrar monthly and take his signature. The clothes and Greeting cards should be purchased in bulk for every two months and shall be kept in safe custody so that there would not be any shortage of clothes etc., He should ensure that at least some 25 pairs of clothes are always on stock. He should follow usual procedure while making the purchases.

The concerned HoDs in-turn, shall requisition and collect the clothes etc., from the stationery section two / three days in advance and shall personally, present the same to the employee(s) of their departments on their dates of birth accompanied by one or two senior faculty members. If the date of birth happens to be on a public holiday/ Sunday the HoDs / Section Heads may present the gift of clothes etc., to the employee concerned on the day before the holiday. A2 section shall obtain administrative sanction once in two months. The purchase order shall be signed by the Asst. Registrar.

The Finance Officer is requested to release the amount as per the bill furnished by the A2 section after satisfying with details. The bills need not be routed through the Registrar. The Finance Officer is requested to take necessary steps for allocation of funds under budget for this purpose.

These orders of the scheme shall come into the effect from 01.08.2013.

  
Registrar

To  
The HoDs and Section Heads  
Finance Officer  
A2 Section

**VIGNAN UNIVERSITY**  
VADLAMUDI-522 213  
A.P., INDIA.

**Copy to :** Chancellor's Desk / PA to the Vice-Chancellor / PA to the Director, DET / Asst. Registrar



**VIGNAN'S**  
Foundation for Science, Technology & Research  
**UNIVERSITY**  
(Listed U/S 3 of UGC Act of 1956)

**PROCEEDINGS OF THE REGISTRAR**

**F.No.VFSTR/Reg/A1/81 /2015**

**Date: 18.03.2015.**

**Sub:** VFSTR University - Greeting the staff on the occasion of their birthdays - Regarding.

**Read:** 1. Proceedings VU/Reg/A1/81/2013 dated 31.07.2013  
2. Approved Note orders of the Vice-Chairman dated 12.03.2015

**ORDER**

**BIRTHDAY GIFT TO ALL EMPLOYEES OF VFSTRU**

In continuation of the earlier orders issued in the reference 1<sup>st</sup> read above, Deans, HoDs, and Section Heads are hereby informed that the Management has approved to present 1 kg of Sweet packet along with a Greeting Card to all the employees of Vignan's, University on the occasion of their Birth Days.

The Registrar's Office shall maintain the list of employees whose birthdays fall in a particular month and send a copy to Mr. B. Peraiah, stationery in-charge one month in advance for procuring the gift, duly marking copies to the HoDs / Section Heads of the concerned departments and Finance Officer.

On receipt of the list from the Registrar's Office, the section shall procure the gift items subject to a ceiling of Rs. 500/-

The concerned HoDs in-turn, collect the items from the stationery section and shall personally, present the same to the employee(s) of their departments on their dates of birth accompanied by one or two senior faculty members. If the date of birth happens to be on a public holiday/ Sunday the HoDs / Section Heads may present the gift to the employee concerned on the day before the holiday.

Mr. B. Peraiah is permitted to take an advance amount as per requirement every month to procure the sweets / cards.

The Finance Officer is requested to release the amount as requested by the section after due process and satisfying the details of expenditure. The bills need not be routed through the Registrar. The Finance Officer is requested to take necessary steps for allocation of funds under a suitable head of the budget for this purpose.

The scheme shall come into effect from 13.03.2015.

**To**

The HoDs and Section Heads  
Finance Officer  
A2 Section

**Copy to :** Chancellor's Desk / PA to the Vice-Chancellor / PA to the Director, DET /  
Asst.Registrar

  
**Registrar**  
VIGNAN'S FOUNDATION  
FOR SCIENCE, TECHNOLOGY AND RESEARCH  
(Declared to be Deemed University U/S 3 of UGC Act 1956)  
**VADLAMUDI-522 213.**  
A.P. INDIA



**VIGNAN'S**

Foundation for Science, Technology & Research

(Deemed to be University)

-Estd. u/s 3 of UGC Act 1956

## PROCEEDINGS OF THE REGISTRAR

**F.No.VFSTR/Reg/A1/81/2018**

**Date: 26.03.2018**

**Sub:** VFSTR - Greeting the staff on the occasion of their birthdays – Regarding.

**Read:** Proceedings VFSTR/Reg/A1/81/2015 dated 18.03.2015.

### **ORDER**

#### **BIRTHDAY GIFT TO ALL EMPLOYEES OF VFSTR**

In continuation of the earlier orders issued in the reference read above, Deans and HoDs are hereby informed that the Management has approved to present a gift worth Rs.750/- or equivalent gift vouchers on the occasion of birthdays of employees.

The scheme shall come into effect from 01.04.2018.


#### **To**

All the HoDs & Deans  
Finance Officer  
Workshop Superintendent  
Librarian  
Physical Director  
Faculty

#### **Copy to :**

PA to the Vice-Chancellor  
Asst. Registrar

  
**Registrar**

  
26/3/18

**VIGNAN'S FOUNDATION  
FOR SCIENCE, TECHNOLOGY AND RESEARCH  
(Deemed to be University)  
VADLAMUDI-522 213  
GUNTUR (DISTRICT), A.P. INDIA**