From
DR. SOUMITRA SARKAR
M.A., M.Lib.Sc., Ph.D., D.S.A.
Hony. Director, Administrative Staff College
          and
University Librarian

UNIVERSITY OF CALCUTTA
ADMINISTRATIVE STAFF COLLEGE
87/1 COLLEGE STREET
KOLKATA – 700 073

Tel   :   (033) 2241-0071
                   2241-4984
Fax   :   91-033-2241-3222
Email :   univlibrarian@caluniv.ac.in
                   soumitrasarkar@caluniv.ac.in

The Heads of all Academic Departments/ Centres,   **17 February 2017**
University of Calcutta

Dear Madam/Sir,

It was decided in a meeting held in the room of the Vice-Chancellor on 14/02/2017 that a workshop be organised regarding procurement related issues and all members of the faculty be requested to attend the workshop. The Administrative Staff College of the University was requested to organise the workshop on 28/02/2017.

In view of the above, may I request all esteemed members of the faculty to kindly attend the interactive workshop on 'E-procurement and Utilisation of Financial Resources' to be held on 28 February 2017 at 11 am at the *Chandramukhi-Kadambini Sabhagriha, Central Library, College Street***.**

The programme is as below :

11 am	Registration
11-30 am	Inauguration
12 noon	**Lecture on E-procurement System** *by Mr. N. Paul Mathai Verghese,* *Scientist –C, National Informatics Centre, Government of India*
1 pm	**Lecture on Utilisation of Financial Resources** *by Mr. Samir Kumar Ghosh,* *Financial Advisor to the Higher, School, Mass, Science & Technology, and* *Biotechnology Department, Government of West Bengal*
2 pm	Lunch break
2-30 pm to 4 pm	Discussion

I shall feel thankful if you kindly circulate this information to all members of the faculty of your respective departments. The faculty members may kindly confirm their participation through e-mail to: **dasc@caluniv.ac.in** **within 25 February 2017.**

Best regards,

Yours truly,

(Soumitra Sarkar)

Copy to :   *The Vice-Chancellor*
                       The Pro-Vice-Chancellors
                       The Deans of the Faculty Councils
                       The Registrar
                       The Development and Planning Officer