The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]

https://www.sanskritcollegeanduniversity.ac.in

Dr. Soubhatra Bandopadhyay
Registrar

Memo No: EST/R.O/SCU/049(Lib)/APPT(Lib.Asst.)/2025/0940 **Dated: 01.12.2025**

To,

Mr. Sujay Kumar Das
Library Assistant (Contractual)
The Sanskrit College and University
Kolkata-700073

Sub: Request for a copy of permission for joining the post.

Sir,

With reference to your letter dated 27.11.2025 requesting for issuance of a copy of permission for joining in the post of Library Assistant at The Sanskrit College and University on purely temporary and contractual basis, I am directed to inform that The Sanskrit College and University approved your joining on 03.11.2025(f/N).

Yours sincerely,

S. Bandopadhyay.

(Soubhatra Bandopadhyay)
Registrar
Registrar
The Sanskrit College and University
Kolkata, West Bengal

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Dr. Soubhatra Bandopadhyay

Registrar

Memo No: EST/R.O/SCU/049(Lib)/APPT(Lib.Asst.)/2025/0831 **Dated: 17.10.2025**

To,

Mr. Sujay Kumar Das
C/o: Sujit Kumar Das
Vill: Bhadrashila
P.O & P.S: Itahar
Dist: Uttar Dinajpur
Pin-733128
Email: bubundas.ugb@gmail.com
Mob: 7001296551/7031103501

Sub: Appointment as Temporary Library Assistant on contractual basis at The Sanskrit College and University Library.

Sir,

With reference to your application dated 15.10.2025 you have been offered an appointment, as stated above, for a period of 06(six) months, to start with, at a monthly consolidated remuneration of Rs. 20000/-(Rupees Twenty Thousand only) w.e.f. 03.11.2025(Monday).

Your tenure of service may be renewed subject to satisfactory performance and the decision of the appropriate authority of The Sanskrit College and University.

You shall have to abide by the existing rules of the institution for rendering your services at the Library.

If you are agreeable to accept the offer you are required to report for duty to the Registrar on 03.11.2025 at 11.00 am positively and no request for extending the date of joining will be entertained.

With thanks,

Yours sincerely,

S. Bandopadhyay

(Soubhatra Bandopadhyay)
Registrar
The Sanskrit College and University
Kolkata, West Bengal

Memo No: EST/R.O/SCU/049(Lib)/APPT(Lib.Asst.)/2025/0831(1/7) **Dated: 17.10.2025**

Copy forwarded for kind information to:

1. **The Hon'ble Vice-Chancellor, The Sanskrit College and University.**
2. **The Senior Special Secretary, Dept. of Higher Education, University Branch, Govt. of West Bengal, Bikash Bhavan, 6th Floor.**
3. **Controller of Examinations (Officiating), The Sanskrit College and University.**
4. **Assistant Registrar (Acting), The Sanskrit College and University.**
5. **Coordinator-in-Charge, Mahaprabhu Sri Chaitanya Sanskrita Sanskriti Gabeshana Kendra (second campus of SCU).**
6. **Office of the Library, The Sanskrit College and University.**
7. **Guard File.**

Registrar

Memo No: EST/R.O/SCU/049(Lib)/APPT(Lib.Asst.)/2025/0831(2/1) **Dated: 17.10.2025**

Copy forwarded for kind information and necessary action to:

1. **Finance Officer, The Sanskrit College and University.**

Registrar