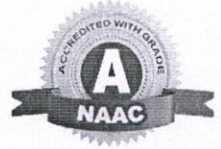




SWAMI VIVEKANAND

SUBHARTI UNIVERSITY

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e-mail: subharti@subharti.org, Website : www.subharti.org



Ref. No. SVSU/2026/5023

Date: 10.07.2026

To,

Mr. Jatin,
Marketing Coordinator,
IT Department.

Subject: Assignment of Responsibility for Booking Air and Railway Tickets for University Guests/Examiners

Sir,

The University is required, from time to time, to arrange air and railway travel for invited guests, examiners, experts, dignitaries, and other officials visiting the University for various academic and administrative purposes. Accordingly, you are hereby assigned the responsibility of booking air tickets, railway tickets for such official visits.

You are advised to coordinate with the competent authority before making any booking. Ensure that all bookings are made in a timely and efficient manner. Select the most appropriate and economical travel options, keeping in view the financial interest of the University. Maintain complete accuracy in travel schedules, passenger details, and booking records. Ensure that all bookings uphold the dignity, reputation, and professional image of the University. Preserve all booking records, invoices, and supporting documents for official purposes and audit requirements.


Registrar O&O

Copy to:

1. Hon'ble Vice-Chancellor,
2. The Chief Executive Officer/Executive Officer,
3. Controller of Examination,
4. All Deans/Principals/HODs/Directors,
5. Chief Technical Officer,
6. Chief Security Officer,
7. Admission Cell,
8. Manager Transport,
9. In-charge, All Auditoriums,
10. All concerned members,
11. All Notice Board + Digital,
12. Personal file.


Registrar O&O