



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvavur - 610 005.

☎: 04366-277359 / email: purchase@cutn.ac.in

No. CUTN/PUR/IT/PT&C/01/2014-15/120

07.10.2016

**Sub: Maintenance of Log Book - reg.**  
**CIRCULAR**

It has been observed that the departments/sections are not maintaining log book for the photo-copiers. It is hereby informed that all the departments are requested to maintain a log book with the following vital information pertaining to usage in the following format:

| Date | Document description | No. of Copies | Total No. of Pages Taken | Used by | Signature of the User | Remarks |
|------|----------------------|---------------|--------------------------|---------|-----------------------|---------|
|      |                      |               |                          |         |                       |         |

The above is for necessary compliance with immediate effect.

This is issued with the approval of Competent Authority.

*S. Bhu*  
07/10/2016

(Dr.S. Bhuvaneshwari)  
REGISTRAR

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी

Registrar / कुलसचिव

**All Heads/Coordinators of the Departments / Sections** Central University of Tamil Nadu

तमिलनाडु केन्द्रीय विश्वविद्यालय

Thiruvavur / तिरुवारूर - 610 101.

**Copy to:**

1. PS to VC.
2. PA to Registrar.