

UNIVERSITY OF GOUR BANGA

OFFICE OF THE REGISTRAR

Ref. No.: 879/UGB/R-26

Date: 29/10/2026

OFFICE ORDER

Subject: Urgent Interim Arrangements for Provision of Potable Drinking Water for Students and Staff in All Academic and Administrative Departments

In view of the need to ensure uninterrupted access to safe drinking water for students and staff, it is hereby ordered that, as an **urgent interim measure**, Heads/Coordinators of all Academic and Administrative Departments/Sections shall make necessary arrangements for the procurement of 20-litre jars of potable drinking water and the requisite number of water jar stands/dispensers, pending the establishment of a regular institutional arrangement.

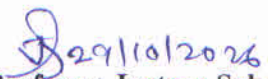
The following modalities shall be strictly adhered to:

1. **Assessment of Requirement:** All Departments/Sections shall submit their estimated monthly requirement of water jars and one-time requirement of stands/dispensers, duly accounting for existing functional stock, to the Office of the Deputy Registrar by **06.11.2026**, for record and necessary administrative purposes.
2. **Procurement:** Procurement shall be made only from authorized local vendors supplying packaged drinking water compliant with applicable BIS/FSSAI requirements, at competitive market rates and in accordance with the prescribed norms of financial propriety.
3. **Reimbursement of Expenditure:** The recurring expenditure on water jars and the one-time expenditure on stands/dispensers shall be reimbursable from the respective **Departmental/Sectional Contingency Fund**, subject to submission of original bills/tax invoices duly certified by the concerned Head/Coordinator and certification of the requisite entries in the stock/consumable registers. Claims shall be processed by the Finance Section in accordance with the applicable financial rules and procedures.

All concerned are directed to take necessary action for immediate implementation of this Order. The above arrangement shall remain **interim in nature until further orders**.

The matter shall be placed before the Executive Council for information.

This Order is issued with the approval of the competent authority.


29/10/2026
Professor Jyotsna Saha
Registrar (Additional Charge)
University of Gour Banga
Registrar (Additional Charge)
University of Gour Banga
MALDA (W.B.)

Copy forwarded for information to:

1. Heads/Coordinators of all Academic / Administrative Departments, UGB.
2. The Finance Officer, University of Gour Banga
3. The Deputy Registrar, University of Gour Banga
4. PA to Vice-Chancellor, for the kind information of the Hon'ble Vice-Chancellor.
5. University Website
6. Office File