



# ABESIT

## LIBRARY NOTICE

Ref. No.: ABESIT/LIB./NOTICES/2017-18/10

Date: - 3<sup>rd</sup> Jan.2018

### Subject: Digitization of Documents

To,

Head of the departments / Departments Incharges

As all of you already know that our college aspires to be a paperless organization. To achieve this objective the institute is running a drive to digitize all the documents of various departments.

In view of this, most of the departments have already submitted their departmental documents layout chart (according which they send documents to us). Those who have not submitted their departmental documents layout chart are hereby required to submit the same on or before **8<sup>th</sup> Jan. 2018**.

Further, please send soft copies of the notices & other documents, along with the reference number as per the departmental documents layout chart, to [RECORD.ROOM@ABESIT.IN](mailto:RECORD.ROOM@ABESIT.IN)

The hard copies to be submitted to the library must also bear the correct reference number, so that they can be archived correctly.

Your cooperation is highly solicited in order to achieve this grand objective.

If any query, please feel free to contact undersigned

A handwritten signature in blue ink, appearing to read 'R. Singh', with a horizontal line drawn through it.

Dr. Rakesh Singh Tomar  
Librarian

Cc to:

1. Hon'ble Chairman sir / Advisor Sir,
2. Director Sir,
3. Dy. Director sir / Dean Academics
4. Prof. S.B. Bajpayee- Proctor
5. Prof. Simmi Gurwara, Head-Professional Decvelopment
6. Head-Department of CSE/IT/ECE/EEE/ME/CE/Applied Sciences
7. Mr. Nitin Jain, Head-CRC
8. Mr. R. C. Sharma, Registrar
9. Dr. Vimal Srivastava, Warden Boys Hostel- ABESIT
10. Dr. Anjali Saxena, Chief-warden Girls Hostel- ABESIT
11. Mr. Sanjay Vaish, Head- HR
12. Mr. Vaibhav Jain, Officer Incharge, Exam. cell
13. Record Room. **(Lib.1.1)**