



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Ref. No. Estab.II(i)/128/2012/19/ 761

28<sup>th</sup> May, 2025

परिपत्र / CIRCULAR

It has been observed by the Competent Authority that some of the Officers/Officials of the University are signing notesheets using ink colour of their personal choice, which is not as per office procedures laid down by the Government of India in this regard.

Taking cognizance of the matter, all the Officers/Officials of University are hereby advised to use only blue ink pen in all notesheets/other official documents henceforth and ensure strict adherence to office procedures as laid down by the Government of India.

This issues with the approval of the Competent Authority of the University.

  
संयुक्त कुलसचिव - स्थापना (गै.शै.)  
JOINT REGISTRAR-ESTAB.(NT)

The Dean of Faculties/  
Head of Departments/  
Directors of the Institutes/  
Controller of Examination/Finance Officer/  
Officers/Branch In-Charges of  
University of Delhi,  
Delhi/New Delhi.