



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004

CIRCULAR

Estt.-IV/ 1020(Part-I)/ **5890**

/2026

Date: **22.05.26**

It is hereby notified to all Departments/offices that, in order to promote institutional austerity, responsible governance, and environmental sustainability, the use of official vehicles shall be regulated with immediate effect.

All concerned are directed to observe the following instructions strictly, Official vehicles shall be used only for authorized official duties and preference should be given to fuel-efficient and environmentally friendly practices. The use of unnecessary official vehicles shall be minimized, and shared transportation should be encouraged wherever feasible. Officers/officials are advised to plan movements efficiently to avoid wastage of fuel and public resources. Any misuse of official vehicles will be viewed seriously and may invite disciplinary action. This circular shall come into force with immediate effect and must be circulated among all staff members for strict compliance.

By Order of the Vice Chancellor

[Signature]
20.5.26
REGISTRAR

Memo No. Estt-IV/1020/ **5891** /2026

Date: **22.05.26**

Copy to:-

1. The Chairman P.G Council, Utkal University for information;
2. The Comptroller of Finance, U.U.;
3. All HOD P.G. Teaching Departments, U. U.;
4. The Director CDC Utkal University, U.U.;
5. The Warden P.G. Hostels, U.U.;
6. The Controller of Examination, U.U.;
7. The Director Student Welfare, U.U.;
8. The Development Officer Utkal University;
9. The Director ,DDCE, U.U. ;
10. The Professor I/C Computer Centre, U.U.;
11. The Deputy Registrar, (Spl. Cell), U.U.;
12. The Deputy Registrar, (General), U.U.;
13. The Security Officer, U.U.;
14. The Budget-Cum-Account Officer, U.U.;
15. The Deputy Controller of Examinations, U.U.;
16. The Chief Librarian, Parija Library, U.U.;
17. The Professor I/C , MSRC, U.U. Press;
18. The Principal, University Law College, U.U.;
19. The Principal, UDTE, Utkal University;
20. The Medical Officer, Utkal University;
21. The System Manager I/C, Computer Centre;
22. All Officers including Section officers, U.U. ;
23. P.A to the Vice Chancellor and P.A to Registrar, for kind information of the Vice Chancellor and Registrar.
24. The Superintendent General Issue / Exam. Confidential Issue/General Diary of Utkal University;
25. The Notice Board.

[Signature]
20.5.26
REGISTRAR