



# SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt - Jalandhar

Ref.No: SBBSU/26/186

Date: 05-02-2026

## OFFICE ORDER

**Subject: To deposit Transport fee and bus passes preparation.**

1. In continuation to Letter No. SBBSU/26/96 dated 23.01.2026 regarding preparation of bus passes, all the students are hereby directed that they should deposit the prescribed bus fee on or before 09.02.2026 and has to ensure that their bus passes are prepared by 14.02.2026.
2. All the Departments are requested to ensure that the Office Order is properly communicated to all the students.
3. Further, all Bus In-charges are requested to convey the same to the students travelling in their respective buses and ensure that the students have deposited the bus fee by 09.2.2026 and obtained their bus passes on or before 14.2.2026.
4. Defaulters will be fined accordingly.

This issues with the approval of competent authority.

  
Registrar  


**To:**

1. Dean Academics
2. Controller of Examination
3. All Deans / Dy Deans
4. All Directors / Dy. Directors
5. All HoDs and CoDs (For circulation among all faculty , staff and students)
6. C.A.F.O, T&P Cell, Chief Warden (Boys Hostel), Warden (Girls Hostel), Admission Cell , Librarian, Estate Officer, Incharge Dispensary, Store Incharge, Workshop Supdt, Manager Facilities, Security officer
7. Website Incharge
8. Notice Board

**Cc:**

1. Secretary, SBBSMCS – for kind information please
2. Vice-Chancellor, SBBSU – for kind information please