



VISVA-BHARATI
SANTINIKETAN

Office Order

The undersigned is directed to convey that the competent authority has desired the following for immediate implementation in all academic departments of the University.

The matter of charge handover in the absence of the HoD of the Department or the Principal of the Bhavana should be made following the principles of seniority in the department or the Bhavana concerned.

The above comes into force with immediate effect.

Memo No:- REG/OO/89/863
Date: 12.04.2019

Registrar (Acting)
Visva-Bharati

Copy to:

1. All Principals of Bhavanas
2. All Heads of Academic Departments/Centres/ Sadana
3. C.S. to Vice-Chancellor
4. P.A. to Registrar
5. Hindi Officer – *to translate into Hindi and arrange to upload in the University Website*
6. University Webmaster – *to upload in the University Website*