



**VISVA BHARATI
SANTINIKETAN**

The undersigned is to convey that the Upacharya on the recommendation of the Departmental Promotion Committee in the meeting dated 19/02/2018, subject to ratification by the Karma-Samiti, is pleased to pass the following order with immediate effect.

Promotion from Multi Tusking Staff to Jr. Office Assistant-cum-Typist

Sl. No.	Name of the employee	Present Designation	Promoted as	Authority of the post	Pay scale on Promotion	Department where posted on promotion	Remarks
01.	Shri Pradip Birbanshi (E.C. No.2001116)	Multi Tusking Staff	Jr. Office Assistant-cum-Typist	Vice Shri Mrityunjoy Das	PB-1, Rs. 5200-20200/- with GP- 1900/-	P.M. Hospital	Panel-AI (Unreserved)

The pay of the promotee will be fixed as per rules. Promotion will be effective from the date of joining in the promotional post.

The joining report should be sent to the undersigned through proper channel.

Separate transfer/posting order will be issued shortly.

Above incumbent should be acquire proficiency in Type Writing at 40 words per Minute within one year.

Estab/E-III/P-40/3

Dated 04/03/2018

Registrar (Acting)
Visva-Bharati

To,
Shri Pradip Birbanshi

| Through Head of the Department (s)

Copy forwarded for information and necessary action to:-

1. Chief Medical Officer, P.M. Hospital
2. Finance Officer (Offg.)
3. Joint Registrar (Accounts)
4. C.S. to Upacharya
5. Assistant Registrar (Meeting)- for ratification by Karma-Samati
6. P.A. to Registrar
7. Pay Fixation Cell
8. University Web Master – To upload in the University Web site
9. Hindi Officer – To translate in to Hindi and arrange to upload the Hindi version in the website
10. File