



**Visva-Bharati  
Santiniketan**

**NOTIFICATION**

The undersigned is directed to convey for information of all concerned that the following employees of the University will be engaged for taking photographs and/or for Video Recordings etc. of the functions/festivals/Utsavas etc. both at Santiniketan and Sriniketan organised by the University and duly approved by the competent authority.

1. Sri Sourav Chakrabarty, Reprographer-cum-Photographic Officer, Rabindra Bhavana
2. Sri Sujit Kumar Puti, Micro Photographer, Rabindra Bhavana
3. Sri Samit Dasgupta, Audio Visual Operator, Department of Social Work

All the Directors/Principals of the Bhavana/ Heads of all Academic and Non-Academic Departments/Vibhagas/Sections/Centres are hereby informed that prior permission of the competent authority is mandatory for engaging the above mentioned employees through controlling Officers to cover programmes/events etc. at their respective Bhavanas/Departments/Sections/Centres.

This is issued with the approval of the competent authority.

Memo No. REG/Notify/156/1477  
Date: 03-03-2020

3/3/2020  
Registrar (Acting)  
Visva-Bharati

To

1. Director, Rabindra Bhavana
2. Principal, Palli Samgathana Vibhaga
3. Head, Department of Social Work
4. Sri Sourav Chakrabarty, Reprographer-cum-Photographic Officer, Rabindra Bhavana
5. Sri Sujit Kumar Puti, Micro Photographer, Rabindra Bhavana
6. Sri Samit Dasgupta, Audio Visual Operator, Department of Social Work

Copy for necessary action:

1. All Directors / Principals of the Bhavana/Vibhagas
2. All Heads of Academic & Administrative Departments/Centres/Offices/Sections
3. Finance Officer
4. Proctor
5. Dean of Students' Welfare
6. Prof.-In-Charge, Security
7. Librarian, In-Charge
8. CMO/UE/In-Charge, Computer Centre
9. All Joint Registrars /Deputy Registrars/IAO/Assistant Registrars
10. Deputy Registrar & C.S. to the Vice-Chancellor
11. P. A. to the Registrar
12. University Webmaster - To upload it in the University Website.
13. Hindi Officer - To translate in Hindi language and upload it in the University Website.
14. File.