



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the following transfer is made in the interest of the University.

Sl. No.	Name & Designation	Transfer from	Transfer to
1.	Shri Sougata Samanta Professional Assistant Employee Code : 2000005	Cheena-Bhavana	Indira Gandhi Centre (IGC)
2.	Shri Rupam Singha Roy Semi Professional Assistant Employee Code : 2000016	Siksha-Bhavana	Cheena Bhavana

Shri Samanta will look after the Library of both Indira Gandhi Centre (IGC) and Centre for Journalism and Mass Communication (CJMC) and will report to both the Director, IGC and the In-charge, CJMC. However, for the purpose of leave and other service matters, he will report to the Director, Indira Gandhi Centre.

Head of the Department(s) concerned are requested to release the above incumbent(s) immediately to enable them to join the new place of posting. The joining report(s) should be sent to the undersigned through Head of the Department(s) concerned.

No. Estab/DR/O.O./ 58
Date: 07/04/2015


Registrar
Visva-Bharati

To,

Shri Sougata Samanta, Professional Assistant | Through Head of the Department
Shri Rupam Singa Roy, Semi Professional Assistant |

Copy forwarded of information and necessary action to:

1. Pro-Vice-Chancellor/All Provosts/ All Directors/Principals of all Bhavanas
2. Principal, Siksha-Bhavana
3. Director, Indira Gandhi Centre
4. Head, Department of Chinese Language & Culture
5. In-charge, Centre for Journalism and Mass Communication
6. Librarian
7. Joint Registrars (Establishment)
8. Deputy Registrars(Accounts)
9. CS to Vice-Chancellor
10. PA to Registrar
11. Hindi Officer – to translate into Hindi and arrange to upload Hindi version in the website
12. University Webmaster – to upload in the University Website
13. File