

**VISVA-BHARATI
SANTINIKETAN**

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No.332
तिथि/Date10-11-20

Aca./R-6.3/435/2020-21

Dated : 09/11/2019

Prof. N.C.Mondal
Coordinator
SAP UGC-DRS
No. F.5-15/2015/DRS-II(SAP-II)
Department of Botany
Siksha-Bhavana
Visva-Bharati

Subject : **Post-facto** Administrative approval for engagement of Secretarial and Technical Assistant under, SAP UGC-DRS [No. 5-15/2015/DRS-II(SAP-II) dated 17.06.2015], Department of Botany, Siksha-Bhavana, Visva-Bharati.

This is to inform you that your proposal for administrative approval for engagement of services of the following employees for the period w.e.f. 01/07/2019 to 31/03/2020 with remuneration mentioned against each name has been accorded by the competent authority. The Head, Department of Botany and Co-ordinator should certify that the following employees have worked in the programme beyond office hours and preferably on holidays.

Secretarial Assistants

Sri Radharaman Mondal, Laboratory Assistant, Deptt. of Botany, @ Rs. 5,000/- p.m.
Sri Rabindranath Murmu, Accounts Section @ Rs. 5,000/- p.m.

Technical Assistants

Sri Prabir Kumar Ghosh, Technical Assistant, Deptt. of Botany, @ Rs. 5,000/- p.m.
Sri Angshuman Banerjee, Siksha-Bhavana Library Rs. 4,000/- p.a.

The expenditure in this connection may be met out of the budget head "Hiring Services of Technical / Industrial / Secretarial assistance", DRS-SAP of the Department subject to availability of fund.

Sd/-
Joint Registrar
(Academic & Research)
Visva-Bharati

Copy forwarded for information and necessary action to :

1. The Adhyaksha, Siksha-Bhavana, Visva-Bharati
2. The Head, Department of Botany, Siksha-Bhavana, Visva-Bharati
3. The Finance Officer, Visva-Bharati
4. The Joint Registrar, (Accounts), Visva-Bharati
5. The Internal Audit Officer, Visva-Bharati
6. University Webmaster – to upload it in the University Website
7. Guard file

Joint Registrar
(Academic & Research)
Visva-Bharati
K. J. S.