



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that all Drivers of the University will be under Transport Section henceforth for smooth preparation of duty roster. Assistant Registrar In-charge Transport Section will prepare duty roster for all Drivers of the University.

All the Heads of the Departments concerned are requested to relieve the driver(s) working under their control to enable them to report for duty to Transport Section immediately.

No. Estab/DR/O.O./ 88
Date: 29/06/2015


Registrar
Visva-Bharati

To,

1. Assistant Registrar In-charge Transport

Copy forwarded of information and necessary action to:

1. Pro-Vice-Chancellor/All Provosts/ Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Departments/ Centres
3. Controller of Examinations
4. Finance Officer
5. All Joint Registrars/ Deputy Registrars/IAO/Assistant Registrars
6. C.M.O./C.S.O/U.E
7. CS to Vice-Chancellor
8. PA to Registrar
9. Hindi Officer – to translate into Hindi and arrange to upload in the University website
10. Section Officer (Meeting) – for reporting to Karma-Samiti
11. University Webmaster – to upload in the University Website
12. File