



**VIAVA-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	From	To
01.	Shri Durga Sankar Das Section Officer (Employee Code No. 1988072)	Centre for Endangered Language	Finance Office
02.	Shri Ajay Sankar Roy P.A. (Level-B) (Employ Code No. 1990015)	Rabindra Bhavana	Finance Office

Shri Durga Sankar Das is also relieved from his additional responsibility at the office of the Internal Audit Officer.

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

No- Estab/E-III/O.2
Date- 22/05/2018

Registrar (Acting)
Visva-Bharati

To,
Shri Durga Sankar Das | Through Head of the
Shri Ajay Sankar Roy | Department Concerned

Copy forwarded for information and necessary action to:-

1. Director, Rabindra Bhavana
2. Finance Officer
3. Internal Audit Officer
4. Joint Registrar (Establishment)
5. Joint Registrar (Accounts)
6. C.S. to Upacharya
7. P.A. to Registrar
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 within three days from the date of issuance of this Office Order
10. File