

VISVA-BHARATI
SANTINIKETAN

Finance Office

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. ...26...
तिथि/Date ...7-4-18...

Ref No. AS/FO/457/2017-18

Date : 03.04.2018

To
The Hon'ble Vice-Chancellor
Visva-Bharati

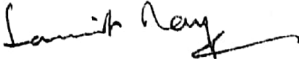
Sub : Handover of current duty charges during absence for leaving Santiniketan.

Respected Madam,

The undersigned will proceed to Bhubaneswar, Orissa on afternoon of today.

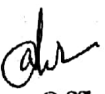
Hereby, the current duty charge of the Finance Officer will be entrusted to Joint Finance Officer up to 06/04/2018 and the Joint Registrar, Accounts will receive the current duty charge on 07/04/2018 during my absence.

This is for your kind intimation.


Finance Officer
Visva-Bharati

Copy for information for necessary action :

1. The Registrar, Visva-Bharati
2. The Joint Registrar, Accounts, Visva-Bharati
3. The Joint Finance Officer, Visva-Bharati
4. The confidential Secretary to the Visva-Chancellor
5. The Web-master, Computer Centre, Visva-Bharati,
6. File


Section Officer
Finance Office