

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



NOTIFICATION

Sub.: Maintenance/Updation of Asset Registers

It is notified for information of all concerned that all Bhavanas/Departments/Centres/Sections/Offices etc. of Visva-Bharati are required to strictly maintain/update their Asset Registers on regular basis. Those who have not yet updated their Asset Registers, are requested to update the same within 7 (seven) days failing which they may face audit problems and administrative action.

Memo No. REG/Notify/156/389
Dated: 06/01/2021


Registrar(Acting)
Visva-Bharati

Copy to :

- 1) Directors/ Adhyaksha of all Bhavanas/Vibhagas
- 2) Heads of all Academic & Administrative Departments/Centres/Sections/Offices
- 3) Finance Officer
- 4) Proctor
- 5) Dean of Students' Welfare
- 6) Faculty-in-Charge of Security
- 7) Librarian, Central Library
- 8) In-Charge, Chief Medical Officer, P. M. Hospital
- 9) Joint Registrars/Deputy Registrars/UE/IAO/Assistant Registrars
- 10) Deputy Registrar & C. S. to Vice-Chancellor
- 11) P. A. to Registrar
- 12) University webmaster – to upload it in the University website.