



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The undersigned is to convey that the Upacharya has been pleased to pass the following order for implementation with immediate effect :

1. Shri Tamal Nath, Deputy Registrar, Accounts shall take care of matters relating to purchase of equipments, consumable items etc. required for the purpose of the University including various Projects sponsored by DST/CSIR/ NBHM/DBT/ ICAR etc., with the assistance of Shri Maloy Sutradhar, Assistant Registrar (Administration) in order to facilitate the Principal Investigator(s)/Co-Principal Investigator(s) to execute their research work smoothly. Shri Nath will also work as Purchase Officer both for the Projects and the University. He will ensure successful implementation of electronic procurement (e-procurement) at our University.
2. Shri Maloy Sutradhar, Assistant Registrar (Administration) is hereby entrusted with additional responsibility to look after the requirements towards purchase of goods both equipment and consumable items of the University including various Projects sponsored by DST/CSIR/NBHM/DBT/ICAR etc. Shri Sutradhar shall assist the Deputy Registrar, Accounts as stated at Serial No.1 above.
3. Sri Maloy Sutradhar will sign and issue Purchase Orders with respect to the University and all sponsored Projects.
4. Shri Ranjit Kumar Kalsi, Section Officer, Purchase & Stores shall report for duty to Shri Maloy Sutradhar, Assistant Registrar (Administration), Visva-Bharati.

No. REG/OO/89/76

Date : 06.04.2015


Registrar
Visva-Bharati

To :

1. Shri Tamal Nath, Deputy Registrar, Accounts
2. Shri Maloy Sutradhar, Assistant Registrar (Administration)
3. Shri Ranjit Kumar Kalsi, Section Officer, Purchase & Stores

Copy to :

1. Pro-Vice Chancellor/All Provosts/Directors/Adhyakshas of Bhavanas/Vibhagas
2. Heads of all Academic and Administrative Departments/Centres/Offices
3. Finance Officer
4. All Principal Investigators/Co-Principal Investigators of various Projects
5. Accounts Officer
6. Internal Audit Officer
7. Joint Registrars/Deputy Registrars/Assistant Registrars
8. C. S. to Vice-Chancellor
9. Assistant Registrar, Office of the Pro-Vice Chancellor
10. P. A. to the Registrar
11. University Webmaster - to upload it on the University Website