

VISVA-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 Kajal Misra Jr. Office Assistant (Employee Code No. 1997100)	Guest House	Watch & Ward Section

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

No- Estab/E-III/O.2  
Date- 20/01/2015

  
Registrar  
Visva-Bharati

To,

01. Shri Kajal Misra

| Through Head of the  
| Department Concerned

Copy forwarded for information and necessary action to:-

01. In-charge Guest House
02. Joint Registrar (Establishment)
03. Deputy Registrar (Accounts)
04. Security Officer
05. C.S. to Upacharya
06. P.A. to Registrar
07. File
08. University Web Master – To upload in the University Web site