



**VISVA-BHARATI  
SANTINIKETAN**

**OFFICE ORDER**

The undersigned is to convey that the following order is issued with immediate effect:

There will be a separate Central Purchase Section in the University. The present Purchase & Store Section under control of Joint Registrar (Administration) will henceforth function as Central Purchase Section under the control of one officer in the rank of Joint Registrar/ Deputy Registrar. All kinds of purchase for academic and administrative Departments/ Sections and purchase through **Government e-Marketplace (GeM)** or **Central Public Procurement Portal (CPPP)** will be made by the Central Purchase Section which will consist of the following officials:

1. Shri Gouranga Datta, Joint Finance Officer – Nodal Officer and In-Charge of Central Purchase Section
2. Shri Malay Sutradhar, Assistant Registrar
3. Shri Ranjit Kalsi, Section Officer
4. Shri Dipankar Roy Chowdhury, Senior Assistant
5. Shri Paltan Hembram, Office Assistant
6. Shri Anup Prasad, Junior Office Assistant-cum-Typist (presently posted at Granthana-Vibhaga, is transferred to Central Purchase Section )
7. Shri Sakshi Gopal Mukherjee, Peon

Shri Gouranga Datta, Joint Finance Officer will perform the above duty in addition to his existing duties as Joint Finance Officer.


The office of the Central Purchase Section will be located at the Santiniketan Press Building.

This is issued with the approval of the competent authority.

**No. Estab/DR/00/197**

**Date: 24/07/2017**

Copy forwarded for information and necessary action to:

  
**Registrar (Acting)  
Visva-Bharati**

1. All the above persons
2. All Directors/Principals of all Bhavanas/ Vibhagas
3. All Heads of Academic and Non-teaching Departments/ Centres/. Sections
4. Proctor
5. Finance Officer
6. Joint Registrar (Accounts)
7. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
8. C.M.O./C.S.O/U.E.
9. CS to Vice-Chancellor
10. PA to Registrar
11. Pay Fixation Cell
12. Hindi Officer – to translate into Hindi and arrange to upload in the University website
13. Assistant Registrar (Meeting) – to report to Karma-Samiti
14. University Webmaster – to upload in the University Website
15. File