



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the following rearrangement of official duties is made in the interest of the University with immediate effect.

| Sl.No. | Name & Designation | From | To |
|--------|---|-----------------------------|--|
| 1. | Shri Ajoy Sankar Roy PA Level B | Finance Office | Granthana Vibhaga's Book Stall, Santiniketan |
| 2. | Shri Swapan Kumar Saha Senior Assistant | Vinaya Bhavana | Proctor Office |
| 3. | Jyotsna Chatterjee Senior Assistant (Archives) | Rabindra Bhavana | Central Library |
| 4. | Shri Badal Hazra Office Assistant | Patha Bhavana | CJMC |
| 5. | Shri Sushobhan Banerjee Office Assistant | Central Library | Patha Bhavana |
| 6. | Shri Sourav Ganguli Office Assistant | Granthana Vibhaga | Patha Bhavana |
| 7. | Shri Ram Narayan Roy Senior Book Binder | Establishment Section-II | Patha Bhavana |
| 8. | Shri Notan Ghosh Senior Machineman | Internal Audit Office | Patha Bhavana |
| 9. | Shri Chitta Sarathi Chakraborty Junior Office Assistant | Palli Samgathana Vibhaga | Vinaya Bhavana |
| 10. | Shri Sanjiban Sarkar Assistant Manager, Press | Proctor Office | Store & Purchase Section |
| 11. | Shri Bimal Kumar Pal Peon | Finance Office | Retirement Benefit Section |

Head(s) of the Department(s) concerned is/are requested to release the above incumbent(s) immediately to enable to join the new place of posting(s). The joining report may be sent to the undersigned within three days from the issuance of this office order through the Head(s) of the Department(s) concerned.

No. REG/Notify/156/1508

Date : 16.03.2020


Dr. Sankar
16/3/2020
Registrar (Acting)
Visva-Bharati

To,

1. Persons concerned | Through Head of the
Department concerned

Copy forwarded for information and necessary action to :

1. All Directors/ Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Non-Academic Departments/ Centres/ Sections
3. Director, Rabindra Bhavana
4. Director, Granthana Vibhaga
5. Finance Officer
6. Proctor
7. Principal, Vinaya Bhavana
8. Principal, Palli Samgathana Vibhaga
9. Principal, Patha Bhavana
10. In-Charge, CJMC
11. Librarian, In-Charge
12. Joint Registrar (Establishment)
13. Joint Registrar (Accounts)
14. All Joint Registrars/ Deputy Registrars/ IAO/ Assistant Registrars
15. C.M.O./ U.E
16. Deputy Registrar & CS to Vice-Chancellor
17. In-Charge, Store & Purchase
18. PA to Registrar
19. Hindi Officer - to translate into Hindi and arrange to upload in the university website
20. University Webmaster - to upload in the University Website
21. File


16/3/2020
Registrar (Acting)
Visva-Bharati