

**VISVA-BHARATI
SANTINIKETAN**

Aca./R-6.3/ 1117/2018-19

Dated : 31.03.2019

Prof. Sukanta K. Sen
Coordinator
SAP UGC-DRS
No. F.5-15/2015/DRS-II(SAP-II)
Department of Botany
Siksha-Bhavana
Visva-Bharati

Subject : Administrative approval of engagement of Secretarial and Technical Assistant under SAP UGC-DRS [No. 5-15/2015/DRS-II(SAP-II) dated 17.06.2015], Department of Botany, Siksha-Bhavana, Visva-Bharati.

This is to inform you that your proposal for administrative approval of engagement of services of the following employees for one year w.e.f. July 2018 with remuneration mentioned against each name has been accorded by the competent authority. The Head, Department of Botany and Co-ordinator will certify that the following employees have worked in the programme beyond office hours and preferably on holidays.

Secretarial Assistants

Sri Radharaman Mondal, Laboratory Assistant, Deptt. of Botany, @ Rs. 3,000/- p.m.
Sri Rabindranath Murmu, Accounts Section @ Rs. 4,000/- p.m.

Technical Assistants

Sri Prabir Kumar Ghosh, Technical Assistant, Deptt. of Botany, @ Rs. 1,000/- p.m.
Sri Angshuman Banerjee, Siksha-Bhavana Library Rs. 4,000/- p.a.

The expenditure in this connection will be met out of the budget head "Hiring Services of Technical / Industrial / Secretarial assistance", subject to availability of fund.

Sd/-
Deputy Registrar
(Academic & Research)
Visva-Bharati

Copy forwarded for information and necessary action to :

1. The Adhyaksha, Siksha-Bhavana, Visva-Bharati
2. The Head, Department of Botany, Siksha-Bhavana, Visva-Bharati
3. The Finance Officer, Visva-Bharati
4. The Joint Registrar, (Accounts), Visva-Bharati
5. The Internal Audit Officer, Visva-Bharati
6. University Webmaster – to upload it in the University Website
7. Guard file

Deputy Registrar
(Academic & Research)
Visva-Bharati