



Visva-Bharati
Santiniketan

Office Order

Consequent upon the shifting of various offices back to the Central Administrative Building and other re-arrangements, it is brought to the notice of all concerned again that all entry / exit points to and from the Central Administrative Building compound will be manned / secured by the Watch & Ward only and all Offices / Sections etc., operating in the building / compound shall, on daily closure of office, deposit keys in the security control room adjacent to the main gate of the compound. This is required for safety and security purposes.

Watch & Ward shall open and lock all gates at 9:00 a.m. and 7:00 p.m. respectively. Entry / exit before or after that time will be restricted and shall be through the main gate (opposite of Central Library) only.

Memo No. REG/OO/89/574
Date: 01.07.2018

61/07/18
Registrar (Acting)
Visva-Bharati

Copy to:

1. All Directors / Principals of all Bhavanas / Vibhagas
2. All Heads of Academic and Non-teaching Departments/Centres/Sections/Sadana
3. Proctor
4. Finance Officer
5. All Joint Registrars / JFO / Deputy Registrars / IAO /Assistant Registrars
6. C.M.O. / C.S.O. / U.E / Security Officer
7. C.S. to Vice-Chancellor
8. P.A. to Registrar
9. Hindi Officer – *to translate into Hindi and arrange to upload in the University Website*
10. University Webmaster – *to upload in the University Website*

61/07/18.