



**Visva-Bharati
Santiniketan**

NOTIFICATION

The undersigned is directed to inform you that SAMARTH team (MHRD) is going to hold an orientation via video conference for Pack 01 of SAMARTH at Visva-Bharati on Monday, 9th September, 2019 at 3:00 pm at the Computer Centre, Visva-Bharati. Following officials alongwith two staff members who will be working with the aforementioned modules are requested to kindly attend the orientation programme positively :

- | | | |
|--|---|--|
| 1. Recruitment | } | JRE / ARE / ARR |
| 2. Employee Record | } | |
| 3. Payroll | → | JR(A/c.) / AAO |
| 4. Career Advancement Scheme | | JRE / ARR |
| 5. RTI | → | JR(Admin) |
| 6. Legal Case | } | JR (Estate & IC. Legal) |
| 7. Estate | } | |
| 8. Research Project & Grant Management | → | JR(Aca & Res) |
| 9. Vendor Bill Tracking | → | JR(A/c.) / AAO |
| 10. Admissions | → | JR(Aca & Res) / Secretary, Admission coordination Cell |
| 11. Fee management | → | JR(Aca & Res) |
| 12. Training Placement | → | JR(Admin) |

Memo No. REG/Notify/156/1030
Date: 07.09.2019

Sheela
Registrar (Acting) 7/9/2019
Visva-Bharati

To:

All Officials Concerned

Copy to:

1. C.S. to Vice-Chancellor
2. P.A. to Registrar
3. University Webmaster – to upload in the University Website