

VISVA-BHARATI

**OFFICE ORDER**

The undersigned is directed to convey for information of all concerned that the Upacharya has been pleased to approve the re-arrangement of office rooms of Central Office as follows:

SL NO	ROOM NO AND LOCATION	ALLOTTED TO
1	Exam. Store Room-1, Ground Floor, Central Office	Central Purchase Section
2	Room No: 36, (Opposite to Exam Store Room-1, Ground Floor, Central Office	Assistant Registrar (Central Purchase Section)
3	Central Purchase Section, mezzanine floor, Central Office	Examination Section as Exam Store Room-1
4	Chamber of Assistant Registrar, CPS, mezzanine floor, Central Office	Meeting Room for Central Purchase Section
5	Administration Section, First floor, Central Office	1. Establishment Section II 2. Establishment Section III.
6	Establishment Section II, Central Office	Labour Cell
7	Establishment Section III, Central Office	Administration Section
8	Room adjacent to chamber of Deputy Registrar, Establishment, First floor, Central Office	Meeting room for Establishment, Administration Section and other nearby sections.
9	Room located at the end of the corridor near the chamber of Deputy Registrar (Establishment), First floor, Central Office	Newly recruited Assistant Registrar
10	Chamber of Joint Registrar (Development), First floor, Central Office	Newly recruited Deputy Registrar.
11	Electrical section room near engineering section, Ground floor, Central Office	RTI Cell

Prof-in-Charge, Engineering Department, is requested to extend necessary assistance to the concerned sections for separation of the rooms and also its electrical arrangements. He is also requested to undertake necessary repair and repainting work for the room allotted to the DR (Establishment) and the rooms to be allotted to the newly recruited Deputy Registrar and Assistant Registrar as mentioned at serial no 9 and 10 above.

Ref no: Estate/EE-2/318/26-27

Date: 27-07-2026

[Signature]
27/07/2026
Registrar
Visva-Bharati

Copy to:

1. All Directors/ Adhyakas of Bhavanas/ Vibhagas
2. All Heads of both Academic and Administrative Offices/Dep't/ Section/ Centres
3. Prof-in-charge, Engineering Dep't
4. Prof-in-charge, Security
5. Joint Registrar & CS to Vice-Chancellor
6. University webmaster: - With a request to upload it in the University website

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati