



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is directed to convey that the following re-arrangement of official duties is made in the interest of the university with immediate effect.

Sl. No.	Name & Designation	From	To	Remarks
01.	Shri Bratin Roy Assistant Registrar (ID No. 2000091)	Finance Office	Establishment Section	He will perform duties at the Finance Office in the 1 st half and at the Establishment Section in 2 nd half

Head of the Department concerned is requested to release the above incumbent immediately to perform his duties at the Establishment Section. The joining report should be sent to the undersigned through the Head of the Department concerned.

No. Estab/E-III/O.2
Date: 27/04/2023

Registrar (Acting)
Visva-Bharati

To,

Shri Bratin Roy, Assistant Registrar

Copy forwarded for information and necessary action to:

1. Finance Officer
2. Joint Registrar (Accounts)
3. Deputy Registrar (Establishment)
4. Joint Registrar & C.S. to Upacharya
5. In-Charge, Hindi Cell – to translate into Hindi and arrange to upload the Hindi version in the University website
6. University Web Master – To upload in the University Website
7. P.A. to Registrar
8. File