



**Visva-Bharati  
Santiniketan**

**NOTIFICATION**

All Heads of the Bhavanas / Departments / Sections are requested to send a comprehensive list of permanent non-teaching employees (as per attached proforma) who are working under their control to the undersigned through e-mail at [registrar@visva-bharati.ac.in](mailto:registrar@visva-bharati.ac.in) within 7(seven) days from the date of issue of this notification.

Memo No. REG/Notify/156/938  
Date: 18.06.2019

Registrar (Acting)  
Visva-Bharati

**Copy forwarded for information and necessary action:**

1. All Directors / Principals of all Bhavanas / Vibhagas
2. All Heads of Academic and Non-teaching Departments/ Centres/ Sections/ Sadana
3. Proctor
4. Dean of Students Welfare
5. Faculty-in-Charge of Security
6. Finance Officer
7. Joint Registrar (Accounts)
8. All Joint Registrars / JFO / Deputy Registrars / IAO / Assistant Registrars
9. C.M.O. / C.S.O. / U.E
10. C.S. to Vice-Chancellor
11. DR cum C.S. to Vice-Chancellor
12. P.A. to Registrar
13. Hindi Officer – to translate into Hindi and arrange to upload in the University Website
14. University Webmaster – With a request to upload in the University Website



Department / Section / : .....

(Signature of Head of the Department / Section)