



**Visva-Bharati**  
**Santiniketan**

**NOTICE**

The undersigned is directed to convey that an urgent meeting with the following officials will be held on **18<sup>th</sup> June, 2019** at 12:00 noon in the Chamber of Vice-Chancellor regarding '**Repairing and Annual Maintenance Contract (AMC) of Hitachi made Air Conditioning machine of Bangladesh Bhavana**'.

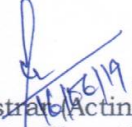
Hon'ble Vice-Chancellor (Acting) will chair the meeting.

**Officials :**

1. Registrar
2. Finance Officer
3. Chief Co-Ordinator, Bangladesh Bhavana (Dr. M. Mukhopadhyay)
4. Jt. Registrar (Finance)
5. Jt. Registrar (Accounts)
6. Jt. Registrar (Estate)
7. University Engineer
8. Shri Amal Roy from Hitachi Company

Concerned officials are requested to make it convenient to attend the meeting positively.

Memo No. REG/Notice/93/934  
Date: 16.06.2019

  
Registrar (Acting)  
Visva-Bharati

**To:**

1. All Concerned Officials

**Copy to:**

1. C.S. to Vice-Chancellor
2. Assistant Registrar (Meetings) – *Please arrange to provide tea & snacks*
3. P.A. to Registrar
4. University Webmaster – *With a request to upload it in the University Website*