



## Visva-Bharati Santiniketan

### NOTICE

An urgent meeting will be held on 01<sup>st</sup> Dec, 2018 at 09:00 a.m. at the Conference Room of Central Administrative Building (First Floor), Visva-Bharati to consider the following agenda regarding Poush Utsava- 2018.

1. Budget regarding ensuing Poush Utsava- 2018
2. Miscellaneous, if any, with the permission of the Chair

All members are requested to kindly make it convenient to attend the meeting.

#### **Members:-**

1. Vice-Chancellor - Chairman
2. Registrar
3. Finance Officer
4. HoD, Department of Environmental Studies
5. Chief Medical Officer, Pearson Memorial Hospital
6. Joint Registrar (Accounts)
7. Joint Registrar (Estate & IC Legal Cell)
8. University Engineer
9. Deputy Registrar (In-Charge, Garden)
10. Chief Security Officer
11. Assistant Registrar (Public Relations)
12. Assistant Engineer, Electrical and Water Supply,
13. Secretaries, Karmi-Parishad
14. Shri Debabrata Sarkar, President, Karmi-Sabha
15. Shri Bidyut Sarkar, Secretary, Karmi-Sabha
16. All Conveners (Poush Utsava Committee-2018)
17. Honorary Secretary Santiniketan Trust
18. Shri Kalika Ranjan Chatterjee, Santiniketan Trust

Memo No. REG/Notify/156/703  
Date: 30.11.2018

Registrar (Acting)  
Visva-Bharati

#### **Copy to:**

1. Deputy Registrar cum C.S. to Vice-Chancellor
2. Deputy Registrar, Vice-Chancellor's Office
3. AR(Meetings)- *with a request to arrange Tea and Snacks*
4. P.A. to Registrar
5. University Webmaster : *with a request to upload it in the University Website*