



**VISVA-BHARATI  
SANTINIKETAN**

**OFFICE ORDER**

The undersigned is to convey that a Statistics Cell has been constituted in the University to collect, compile, supply and keep records of all statistical data/information related to the University. The Cell will collect data/ records from all Departments/ Sections/ Offices of the University on regular basis and compile the data and generate information as required the University and for onward transmission to MHRD/ UGC and other Government Ministries/ organisations as and when required.

However, preparation of Annual Report, Annual Accounts etc. will continue to be done by the respective Sections concerned.

The Cell will consist of the following:

1. Dr. Sanjoy Ghosh, Joint Registrar (Aca & Res) will be the In-charge of the Statistics Cell.
2. Dr. Arindom Chakraborty, Assistant Professor, Department of Statistics will function as Co-ordinator of the Statistics Cell in addition to his normal duties at the Department of Statistics.
3. Sri Sagar Hazra, Senior Compositor (ID No. 2011018). He will report for duty to the In-Charge, Statistics Cell immediately.
4. Shri Uttam Kumar Das, Senior Compositor (ID No. 2008030). He will report for duty to the In-Charge, Statistics Cell immediately.

Head of the Departments concerned are requested to release the above incumbents (Sl No. 3 & 4) immediately to enable them to join the new place of posting. The joining report may be sent to the undersigned through the Head of the Department concerned.

No- Estab/DR/OO/251  
Date- 07/10/2018

  
Registrar (Acting)  
Visva-Bharati

To,

1. Person concerned | Through Head of the  
| Department concerned

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

1. All Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Non-teaching Departments/ Centres/Sections
3. Proctor
4. Finance Officer
5. Joint Registrar (Accounts)
6. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
7. C.M.O./C.S.O/U.E.
8. CS to Vice-Chancellor
9. Assistant Registrar (Meeting)
10. PA to Registrar
11. Pay Fixation Cell
12. Hindi Officer – to translate into Hindi and arrange to upload in the University website
13. University Webmaster – to upload in the University Website
14. File