



**VISVA-BHARATI  
SANTINIKETAN**

**OFFICE ORDER**

The undersigned is to convey that in partial modification of the earlier office order No. Etab/DR/OO/220 dated 03/03/2018 the competent authority has been pleased to approve the following arrangements to take immediate effect until further order:

1. Shri Soumyendra Sen, Joint Registrar (Administration) will hold the charge of the HBL & Statistics Section as before.
2. Shri Pratik Ghosh , Section Officer shall look after the HBL & Statistics Section and the RTI Cell
3. Retirement Benefit Section will be under the control of Finance Officer, as was earlier. Dr. Tanmoy Nag, Deputy Registrar is also given the charge of the Retirement Benefit Section and for the purpose Dr Nag will report to the Finance Officer.
4. Shri Maloy Sutradhar, Assistant Registrar, will look after the Central Purchase Section under the control of Dr Tanmoy Nag, Deputy Registrar and for this purpose Dr Nag will report to the Registrar.

All other content of the earlier office order will remain unaltered.

No. Etab/DR/OO/230  
Date: 01/04/2018

  
Registrar (Acting)  
Visva-Bharati

To,

Person concerned (4)

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) – to report to Karma-Samiti
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