



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the following rearrangements of official duties are made in the interest of the University.

1. Shri Saugata Chattopadhyay, Joint Registrar, presently posted at Establishment Section, is being posted at Rabindra-Bhavana until further order.
2. Dr. Debashis Chakrabarty, Joint Registrar, presently posted at Development Section, is being posted at Examination Section until further order.
3. Shri Debasis Dutta, Joint Registrar, presently posted at Examination Section, is being posted at Establishment Section until further order. However, Shri Dutta will also look after the works of the Development Section in addition to duties in the Establishment Section.

All the above incumbents are requested to hand over and take over the respective charges immediately. Joining report(s) should be sent to the undersigned.

No. REG/O.O./89/1237
Date: 29/11/2019

Ahe Dutta
29/11/2019
Registrar (Acting)
Visva-Bharati

To,

1. Shri Saugata Chattopadhyay, Joint Registrar
2. Dr. Debashis Chakrabart, Joint Registrar
3. Shri Debasis Dutta, Joint Registrar

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. Joint Registrar (Establishment)
7. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
8. C.M.O./C.S.O/U.E.
9. CS to Vice-Chancellor
10. Assistant Registrar (Meeting)
11. PA to Registrar
12. Pay Fixation Cell
13. University Webmaster – to upload in the University Website
14. Hindi Officer – to translate into Hindi and arrange to upload in the website
15. File