

বিশ্বভারতী
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VISVA-BHARATI



Sub: Revised Office Order on charge hand-over etc

I am directed to notify that henceforth, the controlling officers shall be responsible for ensuring that all retiring employees and all employees under transfer, hand over charge and also hand over detailed inventory list of university assets, if any, placed under their disposal or control, before their release from concerned Bhavana/ Department/ Office/Cell/Section/Unit etc. Copies of the “Charge Hand-over Report” and also the “Inventory Hand-over Report” (if any) are to be tagged with the release order and endorsed to the Establishment Section and Accounts Office positively.

The Establishment Section shall circulate samples of Charge Hand-over Report and Inventory Hand-over Report within 07 (seven) days.

The office order no REG/O.O/89/178/2025-26 issued earlier today, may be ignored.

Ref. No. REG/O.O/89/179/2025-26
Date: 15.07.2025

Copy to:

3. Directors/Adhyakshas of all Bhavanas/Vibhagas
4. Heads of Academic and Administrative Departments/Centres/ Offices etc
5. Finance Officer
6. Proctor
7. Librarian
8. Joint Registrar, Accounts
9. Deputy Registrar, Establishment
10. Joint Registrar & C.S. to Vice-Chancellor
11. P. A. to Registrar
12. In-charge, Computer Centre – to upload in the University Website.


Registrar (Acting)
Visva-Bharati
कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati