

**VISVA-BHARATI  
SANTINIKETAN**

OFFICE ORDER

The Upacharya, in anticipation of approval of the Karma-Samiti ( Executive Council ), is pleased to appoint Dr. Sarita Anand, Assistant Professor, Department of Education, Vinaya-Bhavana as Warden of Vinaya Bhavana Girls' Hostel, Visva-Bharati for a period of 02 (two) years or until further order whichever is earlier, with effect from the date of her joining. Dr. Sarita Anand will be entitled to draw an honorarium of @ Rs. 3000/- ( Rupees three thousand only ) per month during her tenure as Wardenship.

Dr. Sarita Anand is requested to submit joining report to the undersigned through proper channel.

**Memo No. Est / E-I / AOTW / 2015-16 / 09**  
**Date: 25-08-2015**

  
**Joint Registrar ( Establishment )**  
**Visva-Bharati**

**To**

- 1) Dr. Sarita Anand, Assistant Professor, Department of Education, Vinaya-Bhavana

**Copy forwarded for information & necessary action to:-**

- 1) Pro-Vice-Chancellor / All Provosts / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Joint Registrar- Academic, Research & Examination ( AR & E )
- 4) Proctor & Chairman, ( HMC )
- 5) Dean / Deputy Dean of Students Welfare
- 6) Finance Officer
- 7) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 8) Deputy Registrar ( Accounts )
- 9) Chief Medical Officer / Chief Security Officer / University Engineer
- 10) Internal Audit Officer
- 11) Hindi Officer- [ With a request to translate it into Hindi and arrange to upload in the University Website ]
- 12) C.S to Upacharya
- 13) P.A. to Registrar
- 14) Section Officer, Meeting
- 15) University Web-Master- Please upload it in the University Website
- 16) Personal file of Dr. Sarita Anand, Assistant Professor, Department of Education