

## OFFICE ORDER

The Vice-Chancellor has been pleased to appoint Prof. Sudip Basu, Department of Bengali as Director (Officiating), Granthana-Vibhaga, in addition to his normal duties with immediate effect until further order.

Prof. Sudip Basu is requested to take over the charge of Director (Officiating), Granthana Vibhaga, Kolkata with intimation to the undersigned.

This is issued with the approval of the competent authority

Memo No.Estab/O.2/ Date: 03/04/2024

To

1. Prof. Sudip Basu, Department of Bengali

Registrar (Acting)

Visva-Bharati कुलसचिव (कार्यवाहक)

विश्वभारती

Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action to:

1. Director, Granthana-Vibhaga

2. All Directors/Principals of all Bhavanas/ Vibhagas

- 3. All Heads of Academic and Administrative Departments/ Centres/ Sections
- 4. Finance Officer
- 5. Proctor
- 6. Dean of Students' Welfare
- 7. The Chief Medical Officer, P.M. Hospital
- 8. University Engineer
- 9. In-Charge, Security
- 10. Joint Registrar & C.S. to Vice-Chancellor
- 11.All Joint Registrars/JFO/Deputy Registrars/IAO/Assistant Registrars
- 12. Assistant Registrar (Meeting)- to report to Karma-Samiti
- 13. University Webmaster to upload in the University Wesbsite
- 14.In-Charge, Hindi Cell- with a request to translate into Hindi and arrange to upload in the University Website
- 15.P.A. to Registrar
- 16. Pay Cell
- 17.File