



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is directed to convey that the following re-arrangement of official duties is made in the interest of the university with immediate effect.

Sl.No.	Name & Designation	Presently working at	Will perform duties at
1.	Shri Anirban Sircar Assistant Registrar	Granthana Vibhaga	Academic & Research Section
2.	Shri Arka Das Section Officer	Granthana Vibhaga	Retirement Benefits Section
3.	Shri Bhagirath Mondal Senior Assistant	Granthana Vibhaga	Department of Silpa Sadana
4.	Shri Dilip Kumar Mondal Senior Assistant	Granthana Vibhaga	Office of the Principal, Bhasha Bhavana
5.	Shri Asit Garai Sr. Laboratory Assistant	Granthana Vibhaga	Department of Chemistry
6.	Shri Tanmoy Hazra Office Assistant	Granthana Vibhaga	Accounts Office
7.	Shri Barendranath Pradhan MTS	Granthana Vibhaga	File Section

Head(s) of the Office(s) concerned is/are requested to release the above incumbent(s) immediately to enable them to join their new place of posting(s). The joining report may be sent to the undersigned through the Head(s) of the Office(s) concerned.

No. Estab/E-III/O.2

Date: 01.12.2023

To,

Person(s) Concerned

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

Copy forwarded for information and necessary action to:

1. Director, Granthana Vibhaga (Offg.)
2. Principal, Bhasha Bhavana
3. Finance Officer
4. Head, Department of Silpa Sadana
5. Head, Department of Chemistry
6. Joint Registrar (Academic & Research)
7. Joint Registrar (Accounts)
8. Deputy Registrar (Establishment)

9. Assistant Registrar (Meeting) – For noting in the next Executive Council Meeting
10. Confidential Secretary to Vice-Chancellor
11. Prof-in-Charge, Rajbhasha Cell - To Translate into Hindi and upload in the University Website
12. PA to Registrar
13. Personal Files
14. University Webmaster – To upload in the University Website