



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

In cancellation of the office order No. Estab/E.III/O.2 dated 22/04/2024, this is to inform that the Upacharya has been pleased to approve the following re-arrangement of duties in the interest of the University with immediate effect.

| Sl. No. | Name & Designation | From | To |
|---------|---|-------------------------------------|--------------------------|
| 1. | Shri Saugata Samanta Professional Assistant (Employee Code No. 2000005) | Patha Bhavana Library | Kala Bhavana Library |
| 2. | Shri Nityananda Das Professional Assistant (Employee Code No. 2001047) | Palli Samgathana Vibhaga Library | Patha Bhavana Library |

Heads of the Department(s)/Offices concerned is/are requested to release the above incumbents immediately to enable them to join the new places of postings. The joining reports may be sent to the undersigned through the Head(s) of the Office(s) concerned immediately.

No. Estab/E-III/O.2
Date: 24/04/2024

Registrar (Acting)
Visva-Bharati

To,
Employees concerned (02) | Through Head of the Office/
| Department concerned

Copy forwarded for information and necessary action to:

1. Adhyaksha, Palli Samgathana Vibhaga
2. Adhyaksha, Kala Bhavana
3. Adhyaksha, Patha Bhavana
4. Librarian, Central Library
5. Finance Officer
6. Joint Registrar (Accounts)
7. Joint Registrar (Establishment)
8. Internal Audit Officer
9. Joint Registrar & C.S. to Upacharya
10. In-Charge, Hindi Cell – to translate into Hindi and arrange to upload in the University website
11. University Web Master – To upload in the University Web site
12. P.A. to Registrar/SO(E-I/E-II/E-III/File)
13. File (02)