

VISVA-BHARATI
SANTINIKETAN

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 427
दिधि/Date 8/12/2020

Aca./R-6.3/230 /2020-21

Date: 07/12/2020

The Joint Registrar (Accounts)
Visva-Bharati

Subject : Ex- Post Facto Administrative approval for engagement of Secretarial Assistance under Co-ordinator Prof. Tapas Ray Mohapatra, SAP-DRS-III [No.F.510/3/ drs-III/2015(SAP-I) dated 09.10.2019], Department of Mathematics, Siksha-Bhavana, Visva-Bharati.

Prof. Tapas Ray Mohapatra, Coordinator, SAP-DRS-III, Department of Mathematics, Siksha-Bhavana, Visva-Bharati has placed a proposal for administrative approval of engagement of services for the financial year 2019-20 of the following personnel. The Co-ordinator states that the following officials performed secretarial assistance and assisted the faculty members of the respective offices in addition to their normal work and beyond office hours.

Sl. No.	Name	Amount	Sl. No.	Name	Amount
1.	Sri. Prasanta Roy (Office Assistant., Deptt. of Mathematics, V.B.)	Rs. 5,000/- p.a.	6.	Sri. Sukumar Hazra	Rs. 5000/- p.a.
2.	Sri Rabi Konar (Sr. Assistant, Accounts Office, V.B.)	Rs. 5000/- p.a.	7.	Sri. Tufan Chhar	Rs. 5000/- p.a.
3.	Sri Jisnu Mitra (Jr.Assistant) (Academic & Research), V.B.)	Rs. 5000/- p.a.	8.	Sri. Animesh Roy	Rs. 5000/- p.a.
4.	Sri Kanchan Laha (Jr. Office Assistant, Deptt. of Mathematics)	Rs. 5000/- p.a.	9.	Sri. Sayantan Biswas	Rs. 5000/- p.a.
5.	Sri Angsuman Banerjee (Professional Assistant, Siksha-Bhavana Library)	Rs. 5000/- p.a.	10.	Ms. Arpita Kabiraj	Rs. 5000/- p.a.

The expenditure for a total amount of. 50,000/- (Rupees Fifty thousand) in this connection may be met out of the budget head" **Hiring Services"** Subject to availability of fund.

Sd/-
Joint Registrar
(Academic & Research)
Visva-Bharati

Copy forwarded for information and necessary action to :

1. The Adhyaksha, Siksha-Bhavana, Visva-Bharati
2. The Head, Department of Mathematics, Siksha-Bhavana, Visva-Bharati
3. Prof. Tapas Ray, Department of Mathematics, Siksha-Bhavana, Visva-Bharati – Coordinator, SAP-DRS III with a direction that, Prior approval may be taken for the next year before engaging staff.
4. The Finance Officer, Visva-Bharati
5. The Internal Audit Officer, Visva-Bharati
6. University Webmaster – to upload it in the University Website
7. Guard file

Joint Registrar
(Academic & Research)
Visva-Bharati