

বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI



Office Order

**Sub: Clarifications/ documents/ recommendations/ endorsements etc sought by
Internal Audit Office & Finance Office from various offices/sections etc**

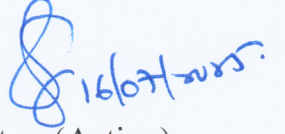
Ref: Earlier Memo no REG/202 dated 07.10.2020 (copy attached)

Files received from various offices seeking administrative approval of the Vice-Chancellor/ Registrar, are sometimes sent to the Finance Office or the Internal Audit Office for their opinion/ observation. In many cases, the Finance Officer or the Internal Audit Officer returns the files to the Registrar requesting him to seek information/ clarification/ endorsement/ recommendation from the concerned offices on this point or the other.

This process is time consuming or rather unnecessary.

If any information/ clarification/ endorsement/ recommendation etc is required in such cases from the concerned Bhavana/ Department/ Office, etc the Finance Officer or the Internal Audit Officer may send the file directly to the concerned Bhavana/ Department/ Office, etc without routing the files through the Registrar again.

Ref. No. REG/O.O/89/182/2025-26
Date: 16.07.2025


Registrar (Acting)
Visva-Bharati

Copy to:

1. Finance Officer
2. Internal Audit Officer
3. Joint Registrar & C.S. to Vice-Chancellor
4. P. A. to Registrar
5. In-charge, Computer Centre – to upload in the University Website.



Visva-Bharati
Santiniketan

To

- (i) Finance Officer, Visva-Bharati
- (ii) Internal Audit Officer, Visva-Bharati

Sir,

Files received from various offices seeking administrative approval of the Registrar, are sometimes sent to the Finance Officer or the Internal Audit Officer for opinion. In many cases, the Finance Officer or the Internal Audit Officer returns the files to the Registrar requesting him to seek clarification from the concerned offices on this point or the other.

This process is time consuming or rather unnecessary.

As such, it is requested that if any clarification/endorsement is required in such cases from the Bhavana/Department/Office, etc., the Finance Officer or the Internal Audit Officer may seek such clarification/endorsement directly from the concerned Bhavana/Department/Office, etc. without routing the files through the Registrar again.

Memo No. REG/ 202
Date: 07-10-2020

Registrar(Acting)
Visva-Bharati