



**VISVA-BHARATI
SANTINIKETAN
OFFICE ORDER**

The undersigned is to convey that the Upacharya, on the recommendation of the Departmental Promotion Committee made in the meetings dated 02/09/2025, has been pleased to pass the following order of promotion with immediate effect, subject to ratification by the Karma Samati (E.C.).

Promotion from Archival Assistant to Senior Assistant (Archive), Rabindra Bhavana

Sl. No.	Name of the employee	Present Designation	Promoted as	Authority of the post	Pay scale on Promotion	Remarks
01.	Sri Shovan Kumar Ruj (E.C. No. 2009067)	Archival Assistant	Senior Assistant (Archive), Rabindra Bhavana	Vice Smt Jyotsna Chatterjee	Level-5 of 7 th CPC (PB-1, Rs. 5200-20200/- with GP-2800/-) PR	Panel – Unreserved

The pay of the promotee will be fixed as per rules. Promotion will be effective from the date of joining the promotional post. The joining report should be sent to the undersigned through proper channel.

Estab/E-III/P-40
Dated 11/09/2025

Registrar (Acting)
Visva-Bharati

To,

Sri Shovan Kumar Ruj

| Through Head of the Department

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

Copy forwarded for information and necessary action to:-

01. Director, Rabindra Bhavana
02. Librarian, Central Library
03. Finance Officer (Offg.)
04. Joint Registrar (Accounts)
05. Joint Registrar & C.S. to Upacharya
06. Joint Registrar (SC/ST cell)
07. Deputy Registrar (Establishment)
08. Assistant Registrar (Meeting)- for ratification by Karma-Samiti
09. P.A. to Registrar
10. Pay Fixation Cell
11. Nodal Officer, SAMARTH Portal
12. University Web Master – To upload in the University Web site
13. Hindi Officer – To translate in to Hindi and arrange to upload the Hindi version in the website
14. P. File (01)