

বিশ্বভারতী  
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VISVA-BHARATI



**NOTIFICATION**

As per the decisions taken in the meeting held on 02/06/2022 regarding implementation of File Tracking System at various offices in Visva-Bharati, this is to notify that a team from Samarth will visit the following offices as per the following schedule to train officials/staff who are associated with docket & dispatch of files so as to ensure early implementation of the file tracking system.

Sl.No.	Name of the office	Date	Time
1	Registrar's Office	07/06/2022 (Tuesday)	
2	Accounts Office & Finance Office	08/06/2022 (Wednesday)	10.00 am – 2.00 p.m. & 4.00 p.m. – 6.00 p.m.
3	Establishment Section & Administration Section	09/06/2022 (Thursday) 10/06/2022 (Friday)	

In-Charge of the aforesaid offices are requested to cooperate with the Samarth personnel in this regard.

No. REG/Notify/156/60  
Date: 03/06/2022

  
Registrar(Acting)  
Visva-Bharati

Copy forwarded for information and necessary action to:

- 1) Finance Officer
- 2) Nodal Officer, Samarth
- 3) In-Charge, Computer Centre
- 4) Librarian
- 5) Joint Registrar(Accounts)
- 6) Joint Registrar & C.S. to Vice-Chancellor
- 7) Deputy Registrar(Establishment)
- 8) Deputy Registrar(Administration)
- 9) In-Charge, Heads of all administrative Offices/Sections
- 10) P.A. to Registrar
- 11) University Webmaster – With a request to upload in the University Website