



**VISVA-BHARATI
SANTINIKETAN
ESTABLISHMENT SECTION**

INTERNAL OFFICE ORDER

The undersigned is to convey that Smt Lakshmi Das (Barik) Office Assistant, (E.C. No. 2010001), presently posted at Establishment Section-III is being posted at File Section under the control of Joint Registrar (Establishment) until further order.

This arrangement is being done as a temporary measure due to leave of staff members of file section for LTC.

Estab/E-III/O.2
Dated 30/09/2019

Joint Registrar (Establishment)
Visva-Bharati

To,
Smt Lakshmi Das (Barik)

Copy forwarded for information and necessary action to:-

1. Joint Registrar (Accounts)
2. C.S. to Upacharya
3. Assistant Registrar (Recruitment)
4. P.A. to Registrar
5. University Web Master – To upload in the University Web site
6. Personal File