



विश्वभारती
VISVA-BHARATI

Office Order

The undersigned is to convey that the Upacharya (Vice-Chancellor) has been pleased to make the following distribution of official duties among the Engineers of the Engineering Department with an aim to have zero complaint in carrying out the responsibilities entrusted to them.

1 Civil

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| (i) HEFA Projects and Quarters | Sri Subir Ray, JE |
| (ii) Hostels | Sri Bapi Das, JE |
| (iii) Sriniketan area other than hostels | Smt. Mitali Saikia, JE |
| (iv) All Bhavanas in Santiniketan other than Heritage area | Sri. Prasanta K. Shome, JE |
| (v) Heritage area including Central Administrative Building and VC Bungalow. | Sri. Ganesh Ch. Mondal, JE |
| (vi) Campus Development Work under Capital Grant of the UGC | Sri. Uday Roy, JE |
| (vii) All guesthouses | Sri. Angshuman Biswas,
AE & UE (Acting) |

2. Electrical works throughout the Campus

Sri. Subir Mondal, JE

3. Water Supply Works

Sri. Pulak K. Sarkar, JE

Responsibilities:

1. Day-to-day information on all buildings / facilities / equipment / systems with periodic inspection, keeping liaison with the user departments / Proctor / Works Committee.
2. Record keeping of works executed (on receipt of requisition) with expenditure details.

Memo No.: Engg./ 137 /2025-26

Date : 04.06.2025

To
The persons concerned

Copy to:

1. Chairperson, Works Committee, VB
2. Directors / Adhyakshas of all Bhavanas / Vibhagas of Visva-Bharati.
3. Finance Officer, Visva-Bharati.
4. Chief Medical Officer, Visva-Bharati.
5. Proctor, Visva-Bharati.
6. Joint Registrar (Development), Visva-Bharati.
7. In-Charge, Security, Visva-Bharati
8. Joint Registrar (Estate), Visva-Bharati
9. University Engineer, Visva-Bharati
10. CS to the Vice-Chancellor, Visva-Bharati.
11. PA to the Registrar, Visva-Bharati.
12. In-Charge, Computer Centre, Visva-Bharati – for uploading in the University Website.

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