



**Visva-Bharati
Santiniketan**

OFFICE ORDER

The undersigned is directed to inform all concerned that the competent authority has desired to convey the following :

1. All University Guest Houses (including Granthana Vibhaga, Kolkata) will be under the administrative jurisdiction and control of the Assistant Registrar (PRO). The PRO will report to the Registrar in all matters relating to administration of guest houses.
2. All booking for University Guest Houses (including Granthana Vibhaga, Kolkata) should be addressed to the office of the Public Relations (PRO) for necessary sanction.

Memo No. REG/OO/89/950
Date: 02.07.2019

Registrar (Acting)
Visva Bharati

Copy forwarded for information and necessary action:

1. All Directors / Principals of all Bhavanas / Vibhagas
2. All Heads of Academic and Non-Academic Departments/ Centres/ Sections/ Offices
3. Proctor
4. Dean of Students Welfare
5. Faculty-in-Charge of Security
6. Finance Officer
7. All Joint Registrars / JFO / Deputy Registrars / IAO / Assistant Registrars
8. C.M.O. / C.S.O. / U.E
9. C.S. to Vice-Chancellor
10. P.A. to Registrar
11. Hindi Officer – to translate into Hindi and arrange to upload in the University Website
12. University Webmaster – With a request to upload in the University Website