

বিশ্বভারতী  
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VISVA-BHARATI



**Notice (Revised)**

**Training program on Financial and Administrative Matters for Good Governance**

This is for information of all concerned that, Visva-Bharati is going to arrange Week-long training program on “Financial and Administrative Matters” for the Phase – II / Batch - II to ensure Good Governance for its Heads, Officers, In-charge, and Non-teaching Staff.

Mr. G. P. Sharma, Former Joint Secretary (Finance), ICAR, Krishi Bhawan, New Delhi has kindly consented to act as Course Director and Dr Nimai Chand Saha, Librarian, Visva-Bharati has been entrusted to act as Course Coordinator. The resource persons will be from different parts of India and different background.

The training program for the second batch is scheduled to be held from 18 – 23 May 2026 from 10.00 am to 6.00 pm at the Conference Hall, Central Library, Visva-Bharati. The revised list of candidates for the second batch and proposed schedule of the technical session are being enclosed herewith as Annexure – I and Annexure – II, respectively.

All the Directors / Principals / HODs / Officers/ In-charges are requested to allow the incumbents to attend the training program in full swing.

This may also to be noted, that if any Officer, Non-teaching member of the Visva-Bharati those are not enlisted, they may also come directly at the venue on 18 May 2026 at 9.45 AM to participate in full swing. Faculty members and Chairperson, Members associated with different Committees of Central Store and Purchase, interested Directors, Principals and HODs are also requested to attend the concerned session as they wish.

**All are requested to reach at the venue by 9.50AM for timely starting of the sessions.**

Cooperation from all concerned is highly solicited.

Registrar  
Visva-Bharati

कुलसचिव  
विश्वभारती  
Registrar  
Visva-Bharati

Ref. No. REG/Notice/93/ 39 /2026-27  
Date: 15/05/2026

Copy to:

1. Directors/ Adhyakshas of all Bhavanas/ Vibhagas
2. Heads/ In-charge of all Academic/Administrative Departments/ Centres/ Offices etc.
3. JR and CS to the Vice-Chancellor

**Annexure - I**

Sl. No.	Name	Designation	Department/Bhavana/Centre
1	Swarupendu Biswas	Section Officer	Academic & Research
2	Aditya Maity	MTS	Academic & Research
3	Susmita Biswas	MTS	Academic & Research
4	Nipa Kundu	MTS	Academic & Research
5	Md. Sanaullah Mollick	Section Officer	Accounts office
6	Buddhadeb Chitrakar	Section Officer	Accounts office
7	Ayan Mallik	System Programmer	Admission Cell and SAMARTH
8	Suman Metay	MTS	Admission Coordination Cell
9	Shovon Kr. Ruj	Archival Assistant	Central Library
10	Dr. Prasun Kanti Ghoshal	Professional Assistant	Central Library
11	Shelly Mondal	MTS	Central Library
12	Dr. Ambika Charan Adhikari	Section Officer	Central Purchase Section
13	Tapobijoy Mukhopadhyay	Senior Assistant	Central Purchase Section
14	Sourov Sen	Office Assistant	Central Purchase Section
15	Sumit Pramanik	MTS	Central Purchase Section
16	Kaushik Chatterjee	MTS	Central Purchase Section
17	Dr. Prajnalankar Bhikkhu	Joint Registrar	Central Purchase Section & SC ST Cell
18	Jitendra Meena	MTS	Dean Office (PSNS)
19	Alok Soni	MTS	Dean Office (PSNS)
20	Radha Raman Mandal	Laboratory Assistant	Department of Botany
21	Subhajit Sinha	MTS	Dept. of Philosophy and Compt. Religion
22	Mitali Saikia	Jr. Engineer	Engineering Department
23	Ratnesh Kr Tripathi	MTS	Engineering Department
24	Debayan Goswami	Deputy Registrar	Establishment
25	Debolina Ghosh	MTS	Establishment
26	Tanushree Dey	MTS	Establishment
27	Mrityunjoy Chakraborty	Sr. Assistant	Establishment
28	Utpal Hazra	Assistant Registrar	Estate Office
29	Rathindranath Pal	Office Assistant	Estate Office
30	Jiban Das Modak	Office Assistant	Examination
31	Subho Nandi	MTS	Examination
32	Sushobhan Baneerjee	Office Assistant	Examination
33	Hiranmoy Banerjee	Senior Assistant	Finance Office



34	Sayan Majumdar	MTS	Finance Office
35	Arjun Barman	MTS	Finance Office
36	Laltu Mondal	Office Assistant	Garden Section
37	Dibyendu Mondal	MTS	Garden Section
38	Badal Hazra	Office Assistant	Internal Audit Office
39	Akash Kumar	MTS	Internal Audit Office
40	Kaustav Banerjee	MTS	Office of the Registrar
41	Subhadip Konar	MTS	Office of the Vice Chancellor
42	Chanchal Kumar Das	Sr. Office Assistant	Office of the Vice Chancellor
43	Dinesh Singh	Office Assistant	Patha Bhavana
44	Arpita Bhowal	MTS	Patha Bhavana
45	Barnali Mondal	MTS	Patha Bhavana
46	Bablu Mal	Sr. Office Assistant	Principal's Office, PSB
47	Santanu Siddhanta	Computer Operator	Principal's Office, PSB
48	Tina Roy	MTS	Proctor Office
49	Rajib Chakraborty	Section Officer	Proctor Office
50	Shamik Dasgupta	Audio Visual Operator	Public Relations Office
51	Anup Kumar Verma	MTS	Public Relations Office
52	Jagganath Basunia	MTS	Rabindra Bhavana
53	Dr. Ramesh Meher	Senior Assistant	Rabindra Bhavana
54	Dr. Pradip Kumar Mondal	Curator	Rabindra Bhavana
55	Purba Banerjee	Museum Guide	Rabindra Bhavana
56	Saurav Roy	MTS	Rabindra Bhavana
57	Sayan Panja	MTS	Rabindra Bhavana
58	Birup Chatterjee	Sr Assistant	Rabindra Sangeet Gabeshana Kendra
59	Dhananjoy Karmakar	MTS	Sangit Bhavana Library
60	Somen Chakraborty	MTS	Siksha Bhavana Library
61	Mirila Tudu	Section Officer	Siksha Satra
62	Indranil Mitra	MTS	Siksha Satra
63	Sudipta Santra	MTS	Siksha Satra
64	Saikat Mondal	MTS	Vidya Bhavana
65	Amit Kumar Chaki	MTS	Watch & Ward

## Proposed Program Schedule of the Technical Session

Date	10.00 AM – 11.30 AM	11.30 AM – 11.45 AM	11.45 AM – 1.15 PM	1.15 PM – 2.00 PM	2.00 PM – 3.30 PM	3.30 PM – 3.45 PM	3.45 PM – 4.30 PM	4.30 PM – 6.00 PM
18-05-2026	Inaugural Session Mr. G. P. Sharma	Tea Break	Budgeting and EFC Mr. G. P. Sharma		GST and Income Tax Mr. B. Sundriyal	Tea Break	Stress Management S. K. Saha	PFMS & TSA (Theory & Practical) Mr. P. K. Biswas
19-05-2026	Accounting Systems of Visva-Bharati Mr. G. P. Sharma	Tea Break	<b>Pensionary/Retirement Benefits including NPS</b> <b>Yet to be confirmed</b>		Pay Fixation Mr. M. K. Mulani	Tea Break	Tagores' Rural Reconstruction Director, SEI&RR, VB	Parliamentary Procedure Mr. U. C. Bhardwaj
20-05-2026	GFR, (Except procurement and Works) Mr. G. P. Sharma	Tea Break	GFR and GeM (Theory and Practical) Mr. S. K. Singh	L U N C H	Leave Rules Mr. N. K. Jha	Tea Break	The Role of Discipline and Ethics in Service to the Nation Mr. Rana Mukherjee	Establishment/ Recruitment, Reservation Policy and Rosters Mr. I. B. Kumar
21-05-2026	Noting, Drafting and Record Keeping Mr. Irshad Alam	Tea Break	Contract Labour Management including new labour Code/Laws Mr. Pankaj Kumar	B R E	Medical Attendants Rules Mr. Gouranga Ghosh	Tea Break	Sangeet as a Relaxing Tool Shri S. Bhattacharya	BRS Mr. G. P. Sharma
22-05-2026	TA and LTC Rules Mr. Vivek Purwar	Tea Break	CCS Conduct Rules and CCS CCA Rules Mr. Viswa Ranjan	A K	RTI Act. Ms. Suparna Prasad	Tea Break	<b>Rights and Responsibilities of the NTS Registrar, VB</b>	Vigilance Matters CVC Shri P. P. Ambastha
23-05-2026	Communication Skills Mr. Rishabh Parashar	Tea Break	<b>Reserve Slot</b>		<b>Statutory Audit by CAG and Internal Audit</b> <b>Shri Satish Mohan</b> <b>Yet to be confirmed</b>	<b>Reserve Slot (3.30 PM to 4.30 PM)</b>	Online Interactive Quiz	Valedictory Session 4.30 PM to 6.00 PM

*Schedule May be modified, if required.*