



**VISVA-BHARATI
SANTINIKETAN
CIRCULAR**

All non-teaching employees of the University are requested to submit the APAR application to their respective Reporting Officer as per the annexure-A attached, through SAMARTH PORTAL (vb.samarth.ac.in). The time line for submission of APAR application will be June 7 to June 25, 2026. For any difficulty, contact SAMARTH Office of Visva-Bharati or send an email to nodalsamarthvb@visva-bharati.ac.in.

This may be treated as **URGENT**.

No. Estab/E-III/APAR
Date:05/06/2026

[Handwritten Signature]
05/06/2026

Registrar
Visva-Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy forwarded for information and necessary action to:-

1. All Directors/All Principals
2. All Heads of Academic and Administrative Departments/Centre/Sections/Offices
3. Finance Officer (Offg.)/Librarian
4. Joint Registrar (Accounts)
5. Joint Registrars/JFO/Deputy Registrars/Internal Audit Officer/Assistant Registrars
6. CMO/UE (Acting)
7. In-Charge Security
8. Joint Registrars & C.S. to Upacharya
9. Assistant Registrar (Meeting)
10. P.A. to Registrar
11. University Web Master – To upload in the University Web site
12. Hindi Officer – To translate in to Hindi and arrange to upload the Hindi version in the website
13. File

Annexure - A

Hierarchical Flow of APAR, Visva-Bharati

Sl. No.	Type of Office	Employee for Whom APAR is Applied	Reporting Officer
1.	Group - 1 [General Administration; Establishment Section; Estate Office; Legal Cell; Purchase & Store Section; SC, ST, OBC & Minority Cell]	Below Section Officer	Section Officer/ JE or Estate Officer (for Estate Office)
		Section Officer/ JE or Estate Officer (for Estate Office)	Assistant Registrar/Deputy Registrar /Joint Registrar
		Assistant Registrar	Deputy Registrars /Joint Registrar/ Registrar (for E-I)
		Deputy Registrar /Joint Registrar	Registrar
2.	Group - 2 [Examination Section]	Below Section Officer	Section Officer
		Section Officer	Assistant Registrar/ Deputy Registrar
		Assistant Registrar	Deputy Registrar/ Prof. In-Charge
		Deputy Registrar	Prof. In-Charge
3.	Group - 3 [Academic & Research Section]	Below Section Officer	Section Officer
		Section Officer	Assistant Registrar
		Assistant Registrar	Joint Registrar
		Joint Registrar	Director, SEI&RR
4.	Group - 4 [Admission Coordination Cell]	All Employees	Co-ordinator

5.	Group - 5 [SAMARTH Office]		All Employees	Nodal Officer		
6.	Group - 6 [Finance Office]	Internal Audit Office	Below Section Officer	Section Officer		
			Section Officer	Internal Audit Officer		
			Internal Audit Officer	Finance Officer		
		Accounts Office	Below Section Officer	Section Officer		
			Section Officer	Assistant Registrar (Accounts)		
			Assistant Registrar (Accounts)	Joint Registrar (Accounts)		
			Joint Registrar (Accounts)	Finance Officer		
		Retirement Benefit Section & Finance Section	Below Section Officer	Section Officer		
			Section Officer	Assistant Registrar		
			Assistant Registrar	Finance Officer		
		Development Section	Below Section Officer	Section Officer		
			Section Officer & PA Level B	Finance Officer		
		7.	Group - 7 [Computer Centre]		Below System Programmer	System Programmer
					System Programmer	Prof. In-Charge
8.	Group - 8 [Central Library & other Sectional Libraries]		Below Assistant Librarian	Assistant Librarian/ Deputy Librarian		
			Assistant Librarian	Librarian		

			Librarian	Registrar
9.	Group - 9 [Rabindra Bhavana]		All Employees (Below Gr-A)	Special Officer/ Professor-in-Charge
			All Employees (Gr-A)	Director, Rabindra Bhavana/ Professor-in-Charge
10.	Group - 10 [Works & Building (Engineering Section)]		Below Assistant Engineer	Assistant Engineer
			Assistant Engineer	Professor-in-Charge
11.	Group - 11 [Proctor Office]		Below Section Officer	Section Officer
			Section Officer	Proctor
12.	Group - 12 [Schools]		All Teachers	Principal
			All Employees (Non-teaching)	Principal
13.	Group - 13 [University Guest House]		All Employees	In-Charge
14.	Group - 14 [Central Transport Cell]		All Employees	In-Charge
15.	Group - 15 [Internal Quality Assurance Cell]		All Employees	In-Charge
16.	Group - 16 [Health & Sanitation]	Health	All Employees (Para-medical & others)	Chief Medical Officer
			Medical Officer	Chief Medical Officer
		Sanitation	All Employees	In-Charge
17.	Group - 17 [Upacharya's Office]		Below Section Officer	Section Officer

		Section Officer	Assistant Registrar
		Assistant Registrar	Joint Registrar
		Joint Registrar	Vice-Chancellor
18.	Group - 18 [Karma Sachiba Office]	Below Section Officer	Section Officer
		Section Officer	Registrar
19.	Group - 19 [All Cells/ Offices (Not mentioned above including Granthana Vibhaga)]	All Employees (Below Gr-A)	In-Charge
		All Employees (Gr-A)	In-Charge/ Registrar
20.	Group - 20 [Registrar, Finance Officer, Directors]	Registrar, Finance Officer, Directors (3 nos.)	Vice-Chancellor
21.	Group - 21 [Office of the Principal]	All Employees (Non-Teaching)	Vice-Principal