



VISVA-BHARATI
SANTINIKETAN

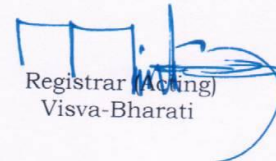
OFFICE ORDER

The undersigned is directed to convey that the Upacharya has been pleased to approve the following arrangements for implementation of e-receipt and e-payment as approved by the Finance Committee and Executive Council of the University :

1. Computer Centre is to be given mandate to ensure system compliance of financial organization to provide payment gateway.
2. SBI will update the database.
3. List of New and old students shall be provided to Departments to sanitize it further.
4. Banks to be approached to facilitate this at most competitive terms including ability to provide customized MIS reports in hard as well as soft form.
5. New admissions next year shall also have to make payment online through same system, when selected candidates, to be populated into database, shall pay fee and come with payment-receipt acknowledgement before coming for admissions.
6. A demonstration shall be held to explain the process to students and also a step-by-step guide with screenshots to be put on institute website to make the process easier.

Shri Biswajit Das, Deputy Registrar (In-Charge), Accounts, Shri Daibakinandan Das, Assistant Registrar, Accounts are hereby entrusted with the responsibility to complete the process and also coordinate in order to ensure implementation of e-receipt and e-payment in the University. Shri Santosankar Dasgupta, Senior System Analyst and In-Charge, Computer Centre is requested to facilitate switchover to the e-receipt and e-payment method.

Ref.No. Admn/O-2/517
Date : 17.10.2015


Registrar (Acting)
Visva-Bharati

To :

1. Shri Biswajit Das, Deputy Registrar(In-Charge), Accounts
2. Shri Daibakinandan Das, Assistant Registrar, Accounts
3. Shri Santosankar Dasgupta, Senior System Analyst and In-Charge, Computer Centre

Copy to :

1. All Provosts / Directors / Adhyakshas of Bhavanas / Vibhagas
2. All Heads of the Departments / Centres
3. Finance Officer
4. Dean of Students' Welfare
5. Proctor
6. All Joint Registrars / Deputy Registrars / Assistant Registrars
7. C.S. to Vice-Chancellor
8. Assistant Registrar, Office of the Pro-Vice Chancellor
9. P.A to Registrar
10. University Web-Master – for uploading it in the University Website