

VISVA-BHARATI
SANTINIKETAN

Aca./R-6.3/8FB/2015-2016

Dated: 04/2/16

Prof. Sukanta Sen
Co-ordinator
SAP-DRS Programme II
Department of Botany
Siksha-Bhavana, V.B.

Subject : Administrative approval for hiring of secretarial Assistance under UGC-DRS-SAP (Phase-II) Programme under Co-ordinator Prof. Sukanta Sen, Department of Botany, Siksha-Bhavana, Visva-Bharati.

This is to inform you, that your proposal for administrative approval for hiring of secretarial Assistance in respect of mention below for the period of one year in connection with the above said programme has been approved by the university administration w.e.f. July 2015.

1. Sri Sunil Dwan, Accounts Office @ Rs. 4000/- per month,
2. Sri Radharaman Mondal, Laboratory Asst., Department of Botany- @ Rs. 3000/- per month,
3. Sri Prabir Kumar Ghosh- Technical Asst., Department of Botny @ Rs. 1000/- per month,

As proposed by you, the expenditure of secretarial assistance may be met out of the budget head "Hiring the Services of technical/industrial/secretarial assistance as relevant to the programme" of the said programme, subject to availability of fund.

Sd/-
Deputy Registrar
(Academic & Research)
Visva-Bharati

No. Aca.R-6.3/ /2015-2016

Dated:

Copy forwarded for information and necessary action to:

1. The Adhyaksha, Siksha-Bhavana, V.B..
2. The Head, Department of Botany, V.B.
3. The Accounts Officer, V.B.
4. The Internal Audit Officer, Visva-Bharati,
5. The University Webmaster- With a request to upload it on the university website.
6. Guard file

Deputy Registrar
(Academic & Research)
Visva-Bharati

04/2/16
10/02/16