

## CURRICULLAM VITAE



1. Name : **BRATIN ROY**
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6. Date of Birth : 23<sup>rd</sup> December 1969
7. **Educational Qualification** :
  - i) B.Sc.(Calcutta University)
  - ii) Diploma in Civil Engineering
  - iii) M.A. in Sociology
8. Additional Qualification : Diploma in Computer Aided Drawing (AutoCAD)
9. Languages known : English, Hindi, Bengali, Gujarati, Assamese
10. **Date of Joining (at Visva-Bharati)** : 20<sup>th</sup> November'2000
11. **Present Position** : Assistant Registrar (since December'2016)
12. **Professional Experiences:**
  - Supervision and Execution of Construction works, Project Management, Project Monitoring, Project Estimate, Tender Evaluation & Tendering.
  - Overall Management of University Land/Estate, Execution of works related to land survey, demarcation, settlement/correction of records etc. Management of facilities e.g. allotment of staff quarters, pay-parking, pay & use toilets, pisciculture, staff canteen etc.
  - Public Relation activities of University, Providing hospitality services during VVIP & VIP visits. Management of University Guest Houses.
  - General Administration and Accounts of Sponsored Research Projects, Payments of honorarium & fellowship to students etc., Arrangement for L.C. Opening, F.D.D. & Wire Transfer etc.
  - Organizing Executive Council Meeting, Court Meeting & other Statutory Body Meeting of University. To assist Registrar for preparing agenda & minutes.

- General Administration and Accounts of Sangit Bhavana & Rabindra Sangit Gaveshana Kendra (RSGK), Payments of honorarium & fellowship to scholars. Arrangement for procurement of Musical Instruments, Equipment, Furniture etc.
- Finalization of Statement of Facts, Preparation of Brief History, Liasion with Lawyers, Processing of all legal bills etc.
- Overall monitoring of Budget, Investment of University fund in Different Banks, Retirement Benifit related works.

### 13. CAREER PROFILE :

#### NOVEMBER 2000 – TILL DATE : VISVA-BHARATI , Santiniketan

Sl. No.	Period		Post Held	Department/ Section	Remarks
	From	To			
1.	20.11.2000	11.10.2004	Junior Engineer	Estate Office	10 Yr. 01 Month.
2.	12.10.2004	18.12.2010	Section Officer		
3.	19.12.2010	07.01.2013	Section Officer ( Dy. Public Relations Officer)	Public Relations Office	02 Yrs. 01 Month.
4.	08.01.2013	11.12.2013	Section Officer (Projects)	Accounts Office	11 Months.
5.	12.12.2013	03.07.2014	Section Officer	Meeting Section (Registrar's Office)	07 Months.
6.	04.07.2014	09.10.2015	Section Officer	Sangit Bhavana (Upto 27.11.2014) & Office of the Provost(SNN&U) (from 28.11.14 – 09.10.15)	01 Yr.03 Months.  In addition to that looking after the Administrative works of Rabindra Sangit Gabeshana Kendra (RSGK)
7.	10.10.2015	12.12.2016	Section Officer ( Dy. Public Relations Officer)	Public Relations Office	01 Yr. 04 Months. In addition to that looking after the Administrative works of Rabindra Sangit Gabeshana Kendra.  Relieved from RSGK on 02.08.2016
	13.12.2016	05.03.2017	Assistant Registrar		
	06.03.2017	19.02.2020	Assistant Registrar	Legal Cell	02 Yrs. 11Months.
	20.02.2020	Till Date	Assistant Registrar	Finance Office	01 Yr.04 Months.

**JULY 1991 - NOVEMBER 2000 : Other Private Organization**

Sl. No	Period		Post Held	Organization	Remarks
	From	To			
1.	Feb.'1995	Nov.'2000	Site Engineer	Development Consultants Limited, 24B Park Street Kolkata -16	Architecture Cell – Project Management Group (05 Yrs. 09 Mnths.)
2.	April.'1994	Feb.'1995	Junior Engineer	Sumangal Services Private Limited 1/1 A, Upper Wood Street, Kolkata -17	At Army Welfare Housing Organization (AWHO) Project Kaikhali (10 Mnths.)
3.	June'1993	Jan.'1994	Trainee Engineer	ESAB India Limited Khardah , 24 Pgs. ( North)	07 Mnths.
4.	Aug.'1992	June'1993	Supervisor	Himani Limited 13 , B.T. Road,Kolkata - 16	10 Mnths.
5.	July'1991	July'1992	Site Engineer	Chatterjee Construction 26 C , School Road Sodepur	01 Yrs.

**14. Brief description of responsibilities at different offices under Visva-Bharati**

**Estate Office:**

Maintenance of immovable assets of Visva-Bharati in Santiniketan/ Sriniketan e.g. Land Records, Leasehold Plots, Registers, Deeds & Maps etc. Possession of Visva-Bharati lands by removing unlawful occupation/ construction. Rent & Cess collection of Leasehold Plots, Mutation of Leasehold Plots and resisting illegal transfers of Leasehold Plots. Surveying & Demarcation of Visva-Bharati land. Dealing legal procedure on land and also to liaison with Lawyers as & when required. To solve various type of disputes as & when arises during construction/encroachment nearer to Visva-Bharati boundary line. Checking of Land Records & Site Inspection for sanctioning house building loans. Management of Facilities e.g. allotment of staff quarters, issue of furniture to the allote, arrangement for Pisciculture in University Pond, Parking of vehicle within University land and running of Pay Toilets, STD Booth, Medical Shop, Canteen etc. within University campuses. Site inspection in respect of various appeals from different angle. Preparation of different proposals etc.

In absence of Estate Officer, as & when instructed by the Authority, worked as Estate Officer. Also in absence of Estate Officer (*for more than five years*) looked after Estate Office independently.

**Public Relations Office:**

To organize VVIP & VIP visits ( including H.E. President of India & Governor of West Bengal), Providing Hospitality Services to visitors, official guests & delegates.Arrangement for different functions & festivals.Issue of Photo permit & processing for permission of shooting.Overall supervision & management of Public Relations Office , University Guest Houses (3 Nos.) &Central Transport Cell.

In absence of In-charge: Public Relations , as & when instructed by the Authority, worked as In-charge: Public Relations. Also in absence of full time Public Relations Officer (*for more than eight months*) looked after Public Relations Office independently.

#### **Accounts Office:**

To lookafter the General Administration and Accounts of Sponsored Research Projects.

Dealing with the matters related to procurement of equipment, hiring of manpower for projects, Payments of honorarium& fellowship to students etc.Arrangement for L.C. Opening, F.D.D. & Wire Transfer etc.Facing External Audit (CAG) in connection with Research Projects.

#### **Meeting Section:**

Arrangement for Statutory Body (EC/FC/AC/Court) Meeting, Advisory Committee Meeting & other meetings. To assist Registrar (Secretary– EC & COURT)in preparation of Agenda, Minutes& Orders Etc.Preparation of Office Orders, Notifications & proposals etc.

#### **Sangit Bhavana & Rabindrasangit Gabeshana Kendra:**

To lookafter the General Administration and Accounts of Sangit Bhavana & Rabindra Sangit Gaveshana Kendra (RSGK), Dealing with the matters related to procurement of Musical Instruments, Equipment, Furniture, hiring of manpower.Payments of honorarium

& fellowship to scholars. Maintaining Office Imprest. Arrangement for B.O.S. , Institute Board, Teachers Council Meetings etc. including providing Hospitality Services to external members.

#### **Legal Cell:**

Finalization of Statement of Facts, Preparation of Brief History in respect of Court Cases

Liasion with Lawyers, Processing of all legal bills (sent by lawyers).

In absence of Joint Registrar – Legal Cell, as & when instructed by the Authority, worked as In-charge:Legal Cell.

## **Finance Office :**

To accord Financial Sanction, Overall monitoring of Budget, Investment of University Fund in Different Banks, Retirement Benefit related works, Arrangement for FC Meeting.

## **15. Brief description of Projects handled and responsibilities at Private Organizations**

**February 1995 – November 2000** : Development Consultants Limited ( DCL)  
24 B, Park Street, Kolkata – 700 016  
(Architecture Cell – Project Management Group)

**INDUSTRIAL PROJECT:** Crafts Centre (Ceramics Factory) at Daronda, Dist.- Birbhum  
Client – Confetti Exports Private Limited, Project Cost- Rs.78.00  
Lakhs

**OFFICE BUILDINGS:** Admn. Building of 'Gitanjali' ( Cultural Complex) , Santiniketan  
Client – Sriniketan Santiniketan Development Authority (SSDA)

**SPORTS COMPLEX:** Sports Complex including Athletic Track, Tennis Court, Handball  
Court, Basketball Court at Salt Lake, Kolkata  
Client – Dr. B.C. Roy Memorial Committee, Project Cost- Rs.28.00  
Lakhs

### **RESIDENTIAL BUILDINGS & SCHOOL BUILDINGS :**

Guest House for DCL at Santiniketan.

Residential Buildings having architectural views (at Kolkata)

Bungalow / Duplex pattern Residential Buildings (at Kolkata)

ESTIMATION & TENDER EVALUATION : Quantity Estimation, Tender Evaluation,  
Preparation of Comparative Statement, Preparation of B.O.Q. & Schedule of Items.

### **Some Major Projects:**

Housing Project at Delhi (Client – EPDP CGHS Ltd., Project Cost- Rs.22.00 Crores)

Railway Station cum commercial complex at Rabale, Mumbai (Client – CIDCO,  
Mumbai, Project Cost- Rs.50.00 Crores)

Office Building at Salt Lake, Kolkata (Client – Pricewaterhouse Coopers., Proj. Cost-  
Rs.12.00 Crores)

Rural Hospital at Tarkeshwar & Haripal, Dist.- Hooghly (Client – West Bengal State  
Health Deptt. Under World Bank's Project Scheme)

Auditorium & Swimming Pool at Joka, Kolkata (Client – IIM, Kolkata, Project Cost-  
Rs.4.50 Crores)

Hydrotherapy Pool at Taratola Road, Kolkata (Client – S.S.E.I., Kolkata, Project Cost-  
Rs.35.00 Lakhs)

## **Responsibilities**

i) Layout of work, Quantity & Material Estimate, Preparation of bar bending schedule, Material consumption statement & labour statement, Checking of MB & bills, Maintaining Site Accounts, Overall supervision & execution of construction works at site.

ii) Collection of quotations, Preparation of comparative statement, Issue of LOI, Preparation of Project Schedule & Payment Schedule, Co-ordination with Client, Contractors, Architect, Structural Engineers, Monitoring of Projects, Liaison with Municipal Authorities and other sanctioning Authorities.

iii) To attend several meetings with DM, SDO, Divisional Engineer (Electrical), RTO, BL&LRO and other Authorities to solve various problems related to site.

### **Achievements**

As a Site Engineer, independently handled the project and solved various problems and completed the project within scheduled time.

**April 1994 - February 1995 :** Sumangal Services Pvt. Ltd.  
1/1A, Upper Wood Street, Kolkata -17

**HOUSING PROJECT:** Housing Complex including Sewage Treatment Plant, Shopping Complex, Playing Courts etc. at V.I.P. Road (near Kaikhali)  
Client – Army Welfare Housing Organization (AWHO), Project Cost- Rs.45.00 Crores

### **Responsibilities**

Layout of work, Quantity & Material Estimate, Preparation of bar bending schedule, Material consumption statement & labour statement, Checking of MB & bills, Maintaining Site Accounts, Overall supervision & execution of construction works at site.

**June 1993 - January 1994 :** Esab India Limited, Khardah, 24 Pgs. (N)

### **Responsibilities**

Drawing, Estimation, Checking of MB & bills, Supervision & execution of construction works / Civil maintenance works of Factory premises.

**August 1992 - June 1993:** Himani Limited, 13 B.T. Road, Kolkata - 56

### **Responsibilities**

Drawing, Estimation, Checking of MB & bills, Supervision & execution of construction works / Civil maintenance works of Factory premises.

**July 1991 - July 1992:** Chatterjee Construction, 26 C School Road, Sodepur

**HOUSING PROJECT:** Housing Complex (Multistoried Residential Building) at Kasba, Kolkata

Client – Sonamoni Co-operative Housing Society, Kasba

### **Responsibilities**

Layout of work, Quantity & Material Estimate, Preparation of bar bending schedule, Material consumption statement & labour statement, Checking of MB & bills, Maintaining Site Accounts, Overall supervision & execution of construction works at site.

### **16. Training Programme attended:**

- i. Training Programme on Computer Based Office Automation from 21.11.2002 to 26.11.2002 at Visva-Bharati Computer Centre.
- ii. In house Training Programme on Disciplinary Rules & Procedures from 13.12.2005 to 15.12.2005 at Conference Room of Central Library.
- iii. Training Programme in Administrative Vigilance on Role of Inquiry/ Presenting Officers from 24.08.2009 to 28.08.2009 at Institute of Secretariat Training & Management , Department of Personnel & Training, Administrative Block, JNU Campus (Old), New Delhi.
- iv. Administrative Workshop on Purchase / Procurement of Services & Goods and Outsourcing on 03.09.2009 at Rathindra Krishi Vignyan Kendra , Sriniketan.
- v. Training Programme on Handling of Erratic Behaviour of employees : Control Functions – Various Procedures in Disciplinary Rules from 26.09.2018 to 28.09.2018 at Mysore (conducted by Parsam Institute of Statutory Rules, Bangalore)