

**VISVA-BHARATI
SANTINIKETAN**

Joining Report

The following person has joined her assignment as Warden of Vinaya Bhavana Girls' Hostel, Visva-Bharati for a period of 02 (two) years or until further order whichever is earlier, with effect from the date of joining, with an honorarium of Rs. 3000/- (Rupees three thousand only) per month. The details are furnished below.

Sl.No.	Name of the Faculty & Department	Name of the Hostel	Memo No. & Date	Date of Joining
1	Dr. Sarita Anand (Assistant Professor, Department of Education, Vinaya-Bhavana, V.B.)	Vinaya-Bhavana Girls' Hostel	Est / E-I / AOTW / 2015-16 / 09 Date: 25-08-2015	01-09-2015 (forenoon)

Memo No. Est / E-I / AOTW / 2015-16 / 10
Date: 04-09-2015


Joint Registrar (Establishment)
Visva-Bharati

To

- 1) Dr. Sarita Anand, Assistant Professor, Department of Education & Warden, Vinaya Bhavana Girls' Hostel.

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / All Provosts / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Joint Registrar- Academic, Research & Examination (AR & E)
- 4) Proctor & Chairman, (HMC)
- 5) Dean / Deputy Dean of Students Welfare
- 6) Finance Officer
- 7) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 8) Deputy Registrar (Accounts)
- 9) Chief Medical Officer / Chief Security Officer / University Engineer
- 10) Internal Audit Officer
- 11) Hindi Officer- [With a request to translate it into Hindi and arrange to upload in the University Website]
- 12) C.S to Upacharya
- 13) P.A. to Registrar
- 14) Section Officer, Meeting
- ✓ 15) University Web-Master- Please upload it in the University Website
- 16) Personal file