



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The undersigned is directed to convey that the Upacharya has been pleased to pass the following order for implementation in the interest of the University :

Smt. Sutapa Basu, Assistant Registrar, Office of the Pro-Vice Chancellor is hereby transferred to Finance Office of the University. Smt. Basu shall also look after the job of Internal Quality Assurance Cell, Internal Complaints Committee for Prevention of Sexual Harassment Against Women at Work Place and the MoU Committee of the University in addition to her normal duties at Finance Office, Visva-Bharati.

Smt. Basu shall hand over all official documents, articles etc. belonging to the office of the Pro-Vice Chancellor to the Deputy Registrar & Confidential Secretary to the Vice-Chancellor of the University.

The Office Order issued earlier vide No.Estab/DR/OO/244 dated 12.08.2018 in respect of Smt. Sutapa Basu shall be treated as cancelled.

The Controlling Officer of the employee concerned is requested to release the above employee immediately to enable her to join the new place of posting. The joining report may be sent to the undersigned through Finance Officer of the University.

No. Estab/DR/OO/244
Date : 07.09.2018


Registrar (Accounting)
Visva-Bharati

To :

1. Smt. Sutapa Basu, Assistant Registrar, Office of the Pro-Vice Chancellor

Copy to :

1. Finance Officer, Visva-Bharati
2. Joint Registrar, Accounts
3. Deputy Registrar & C.S. to the Vice-Chancellor, Visva-Bharati
4. P.A to the Registrar, Visva-Bharati
5. Pay Fixation Cell
6. University Webmaster - To upload it in the University Website
7. File.

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9-9-18