



VISVA-BHARATI
SANTINIKETAN

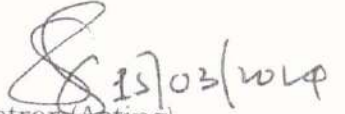
OFFICE ORDER

The Competent Authority has ordered following re-arrangement of official duties of officers posted at Central Office, Santiniketan, with immediate effect.

1. Shri Bratin Roy, Assistant Registrar, Finance Office, presently performing additional responsibility of Establishment Section has been relieved from his additional duty of Establishment Section.
2. Shri Pradip Kumar Saha, Assistant Registrar (Recruitment) has been given responsibility to look after the Establishment Section (E-I, E-II, E-III, File Section, Pay Cell) in addition to his normal duties.

Head of the office concerned is requested to release the above incumbent immediately and the joining report may be sent to the undersigned through the Head of the Office immediately.

No- Estab/E-III/O.2
Date- 15/03/2024


Registrar (Acting)
Visva-Bharati
कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

To, **Employees concerned** (Through Head of the Department Concerned)

Copy forwarded for information and necessary action to:-

1. Finance Officer (Offg.)
2. Internal Audit Officer
3. Joint Registrar & C.S. to Upacharya
4. Joint Registrar (Establishment)
5. Joint Registrar (Accounts)
6. P.A. to Registrar
- ✓ 7. University Web Master – To upload in the University Web site
8. In-charge, Hindi Cell – To translate in to Hindi and arrange to upload the hindi version in the website
9. P. File (02)