



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the following re-arrangement of official duties is made in the interest of the University with immediate effect and this will be valid until further order.

Sl. No.	Name & Designation	From	To
1.	Smt. Rupama Sen Section Officer	Engineering Section	Establishment Section
2.	Sri Badal Hazra Office Assistant	Centre for Journalism & Mass Communication	Internal Audit Office

Heads of the Bhavanas/Offices concerned are requested to release the above incumbents immediately to enable them to join the new places of postings. The joining reports may be sent to the undersigned through the Head(s) of the Bhavana(s)/Office(s) concerned.

No. Estab/E-III/O.2
Date: 10/03/2023

Registrar (Acting)
Visva-Bharati

10/3/23

To,
Officials concerned Through Head of the Office/
Department concerned

Copy forwarded for information and necessary action to:

1. In-Charge, Centre for Journalism & Mass Communication
2. University Engineer
3. Finance Officer
4. Joint Registrar (Accounts)
5. Deputy Registrar (Establishment)
6. Internal Audit Officer
7. Joint Registrar & C.S. to Upacharya
8. In-Charge, Hindi Cell – to translate into Hindi and arrange to upload in the University website
9. University Web Master – To upload in the University Web site
10. P.A. to Registrar
11. File