

VISVA-BHARATI  
DEPARTMENT OF EDUCATION  
VINAYA BHAVANA

Ref. F. EDN-01/2016/ 260

Date: 26-03-2016

To  
The Registrar  
Visva-Bharati, Santiniketan

Sub: Handover & Takeover of the Charge of the Office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan

Ref. Memo No. Est / E-I / AOH & IC / 2015-16/ 37 dated 21-01-2016

With reference to the above, I, Prof. Kahnu Charan Sahoo, on completion of my tenure as the Head, hereby handover the charge of the office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan to Prof. Rajarshi Roy, Professor, Department of Education, Vinaya-Bhavana on this day of 26<sup>th</sup> March 2016 forenoon.

Sd/-  
( Kahnu Charan Sahoo ) 26-03-2016  
Professor, Department of Education, Vinaya-Bhavana

With reference to the above, I, Prof. Rajarshi Roy, Professor, Department of Education, Vinaya-Bhavana take over the charge of the office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan from Prof. Kahnu Charan Sahoo, Professor, Department of Education, Vinaya-Bhavana on this day of 26<sup>th</sup> March 2016 forenoon.

Sd/-  
( Prof. Rajarshi Roy ) 26-03-2016  
Professor, Department of Education, Vinaya-Bhavana

Forwarded by:  
Sd/- Director, SEiRR  
& Principal, Vinaya-Bhavana  
Date: 26-03-2016

Memo No. Estab. / E-I / AOH & IC / 2016-17/ 01

SANTINIKETAN

Date: 04-04-2016

Copy forwarded for information & necessary action to:-

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

Joint Registrar ( Establishment )  
Visva-Bharati