

To  
The Registrar  
Visva-Bharati  
Santiniketan

Sub: Handing over of the charge of HOD, ASEPAN, PSB  
Ref. No. Est / E-I / AOH & IC / 2015-16/ 08, dated: 29-05-2015

With reference to the referred letter, the charge of the Head of the Department of ASEPAN, PSB is hereby handed over to Professor Arun Kumar Barik by me in the forenoon of 11-09-2015 with all stock of assets on as-is-where-is basis.

Sd/-  
( Santi Ranjan Mitra ) 11-09-2015

The charge of HOD, ASEPAN, PSB is taken over by me on 11-09-2015 from Professor Santi Ranjan Mitra.

Sd/-  
( Arun Kumar Barik ) 11-09-2015

Memo No. Est / E-I / AOH & IC / 2015-16/ 27

SANTINIKETAN

Date: 17-09-2015

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) Professor Arun Kumar Barik, Head, Department of ASEPAN, PSB
- 4) Professor Santi Ranjan Mitra, Department of ASEPAN, PSB
- 5) Joint Registrar- Academic, Research & Examination ( AR & E )
- 6) Proctor & Chairman, ( HMC )
- 7) Dean / Deputy Dean of Students Welfare
- 8) Librarian, Central Library
- 9) Finance Officer
- 10) Deputy Registrar ( Accounts ) - [ With a request to make payment of honorarium to Prof. Arun Kumar Barik during his tenure as HOD, ASEPAN, PSB w.e.f. 11-09-2015 ]
- 11) Chief Medical Officer / Chief Security Officer / University Engineer
- 12) Hindi Officer- [ With a request to translate it into Hindi and arrange to upload in the University Website ]
- 13) C.S to Upacharya
- 14) P.A. to Registrar
- 15) Section Officer, Meeting
- 16) University Web-Master- Please upload it in the University Website
- 17) Personal file

Joint Registrar ( Establishment )  
Visva-Bharati