

Ref. --

Date: 06-09-2015

To
The Registrar
Visva-Bharati
Santiniketan

Sub: Handover and Takeover of the Charges of the Headship of the Department of Painting, Kala-Bhavana.

I do hereby handover the charges of the Headship of the Painting Department, Kala-Bhavana on this day 06-09-2015 as per your office order, Memo No. Est / E-I / AOH & IC / 2015-16/ 19 dated 20-08-2015 as is where is basis.

Sd/-
(Arghya Priya Majumdar) 06-09-2015
Associate Professor
Kala-Bhavana, Visva-Bharati

I takeover the charges of the Headship of the Painting Department, Kala-Bhavana on this day 06-09-2015 as per your office order, Memo No. Est / E-I / AOH & IC / 2015-16/ 19 dated 20-08-2015 as is where is basis.

Forwarded By:
Sd/- Principal, Kala-Bhavana
Visva-Bharati, Santiniketan
Date: 06-09-2015

Sd/-
(Rajarshi Biswas) 06-09-2015
Associate Professor
Kala-Bhavana, Visva-Bharati

Memo No. Est / E-I / AOH & IC / 2015-16/ 26

SANTINIKETAN

Date: 08-09-2015

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) Shri Rajarshi Biswas, Associate Professor, Department of Painting, Kala-Bhavana
- 4) Shri Arghya Priya Majumdar, Associate Professor, Department of Painting, Kala-Bhavana.
- 5) Joint Registrar- Academic, Research & Examination (AR & E)
- 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) - [With a request to make payment of honorarium to Shri Rajarshi Biswas during his tenure as HOD, Painting, Kala-Bhavana w.e.f. 06-09-2015]
- 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

**Joint Registrar (Establishment)
Visva-Bharati**