

SIKSHA-SATRA
VISVA-BHARATI

Ref. No. SS / 31 / 2014-15

Date: 17-02-2015

To
The Registrar
Visva-Bharati
Santiniketan

Sub: Charge handover and takeover

Sir,

I, Sri Soumen Sengupta hereby handover the charge of Principal, Siksha-Satra to Dr. Jayanta Kumar Bhattacharya on **17th February, 2015** as per your office order No. G/K. 10/III-9/2015 at usual hours.

Yours faithfully,

Sd/-
(Sri Soumen Sengupta)
Principal, Siksha-Satra
Visva-Bharati

I, Dr. Jayanta Kumar Bhattacharya hereby takeover the charge of Principal, Siksha-Satra on **17th February, 2015**, from Sri Soumen Sengupta as per your office order No. G/K. 10/III-9/2015 dated 17-02-2015 at usual hours

Yours faithfully,

Sd/-
(Dr. Jayanta Kumar Bhattacharya)
Adhyaksha, Siksha-Satra
Visva-Bharati

Forwarded by:

Sd/-Provost & Director SEI&RR
Visva-Bharati
Date: 17-02-2015

Memo No. Est / E-I / AOP & VP / 2014-15

SANTINIKETAN

Date: 02-03-2015

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / All Provosts / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres
- 3) Dr. Jayanta Kumar Bhattacharya, Adhyaksha, Siksha-Satra
- 4) Sri Soumen Sengupta, Assistant Lecturer, Siksha-Satra
- 5) Controller of Examination / Dean / Deputy Dean of Students Welfare
- 6) Chairman, (HMC) & Proctor
- 7) Finance Officer
- 8) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 9) Chief Medical Officer
- 10) Chief Security Officer
- 11) Internal Audit Officer
- 12) Hindi Officer-[With a request to translate it into Hindi]
- 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