

To
The Registrar
Visva-Bharati

Sub: Transfer of Departmental charge of the Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati.

Ref. Memo No. Est / E-I / AOH & IC / 2014-15/ 24, Date: 10-01-2015

I, Dr. Balaram Bhattacharyya, Professor and Head, Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati do hereby hand over the charge of this Department to Dr. Utpal Roy, Professor, Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati with effect from the forenoon session of **26-03-2015** in terms of the Memo stated to the above.

Sd/-
(Dr. Balaram Bhattacharyya) 26-03-2015
Professor & Head
Department of Computer & System Sciences
Siksha-Bhavana, Visva-Bharati

I, Prof. Utpal Roy, Professor, Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati do hereby take over the charge of the Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati from Dr. Balaram Bhattacharyya, Professor, Department of Computer & System Sciences, Siksha-Bhavana, Visva-Bharati with effect from the forenoon session of **26-03-2015** in terms of the Memo stated to the above. (Subject to the later physical verification of other stocks and documents not mentioned in the Annexure - A).

Sd/-
(Dr. Utpal Roy) 26-03-2015
Professor, Department of Computer & System Sciences
Siksha-Bhavana, Visva-Bharati

This is in cancellation of the earlier Memo No. Est / E-I / AOH & IC / 2015-16 / 01, dated 09-04-2015

Memo No. Est / E-I / AOH & IC / 2015-16 / 02

SANTINIKETAN

Date: 11-04-2015

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) Professor Utpal Roy, Department of Computer & System Sciences, Siksha-Bhavana
- 4) Professor Balaram Bhattacharyya, Department of Computer & System Sciences, Siksha-Bhavana
- 5) Controller of Examination
- 6) Chairman, (HMC) & Proctor
- 7) Dean / Deputy Dean of Students Welfare
- 8) Finance Officer
- 9) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 10) Dy. Registrar (Accounts)- [With a request to make payment of honorarium to Prof. Utpal Roy during his tenure as HOD, Computer & System Sciences w.e.f. 26-03-2015]
- 11) Chief Medical Officer / Chief Security Officer
- 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