

Ref. No. ZOO / F.10B / 2015-16

Date: 21-12-2015

To
The Registrar
Visva-Bharati
Santiniketan

Ref.: Memo No. Est / E-I / AOH & IC / 2015-16/ 31 dated 21/ 30-11-2015

I, hereby hand over the charge of the Head of the Department of Zoology to Dr. Santanu Ray, Professor of Zoology Department, V.B., on the forenoon of **December 21, 2015 (Monday)**.

Sd/-
(S. P. Sinha Babu)
Professor, Department of Zoology
Siksha-Bhavana, Visva-Bharati

I, hereby take over the charge of the Head of the Department of Zoology from Dr. S. P. Sinha Babu, Professor of Zoology, on the forenoon of **December 21, 2015**.

Sd/-
(Santanu Ray)
Professor, Department of Zoology
Siksha-Bhavana, Visva-Bharati

Forwarded By:

Sd/- Principal, Siksha-Bhavana
Date: 21-12-2015

Memo No. Est / E-I / AOH & IC / 2015-16/ 33

SANTINIKETAN

Date: 01-01-2016

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) Prof. Santanu Ray, Head, Department of Zoology, Siksha-Bhavana
- 4) Prof. Santi Prasad Sinha Babu, Department of Zoology, Siksha-Bhavana
- 5) Joint Registrar (Examination) / Deputy Registrar (Academic Research)
- 6) Prôctor & 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 Prof. Santanu Ray during his tenure as HOD, Zoology w.e.f. 21-12-2015 }
- 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 of Prof. Santanu Ray and Prof. S. P. Sinha Babu

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