

VISVA-BHARATI  
DEPARTMENT OF EDUCATION  
VINAYA BHAVANA

तिथि/Date 4-2-17

Ref:

Date: 20-01-2017

To  
The Registrar  
Visva-Bharati, Santiniketan

Sub: Handover & Takeover of the Charge of the Office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan.

Ref. Memo. No. Est/E-I/CAS/2016-17, dated 28-11-2016.

With reference to the above, I, Prof. Rajarshi Roy, hereby handover the charge of the office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan to Prof. Sabujkoli Sen, Principal, Vinaya-Bhavana on this day of 20<sup>th</sup> January 2017, afternoon.

Sd/-  
( Prof. Rajarshi Roy )  
Department of Education, Vinaya-Bhavana

With reference to the above, I, Prof. Sabujkoli Sen, Principal, Vinaya-Bhavana takeover the charge of the office of the Head, Department of Education, Vinaya-Bhavana, Visva-Bharati, Santiniketan from Prof. Rajarshi Roy, Professor, Department of Education, Vinaya-Bhavana on this day of 20<sup>th</sup> January 2017, afternoon.

Sd/-  
( Prof. Sabujkoli Sen )  
Principal, Vinaya-Bhavana

Memo No. Estab. / E-I / AOH & IC / 2016-17/ 42

SANTINIKETAN

Date: 03-02-2017

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / All Directors / All Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Prof. Sabujkoli Sen, Principal, Vinaya-Bhavana & HOD, Education, Vinaya-Bhavana
- 4) Prof. Rajarshi Roy, Department of Education, Vinaya-Bhavana
- 5) Proctor & Chairman, ( HMC ) / Dean / Deputy Dean of Students Welfare
- 6) Finance Officer / JFO / IAO / All Joint Registrars / All Deputy Registrars / All Assistant Registrars
- 7) Chief Medical Officer / Chief Security Officer / University Engineer
- 8) C.S to Upacharya / P.A. to Registrar
- 9) Assistant Registrar- (Meeting)
- 10) University Web-Master- Please upload it in the University Website
- 11) Personal file

Joint Registrar ( Establishment )  
Visva-Bharati