

**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is directed to convey that the Upacharya, subject to ratification by the Karma-Samiti (Executive Council), is pleased to appoint Shri Ajit Seal, Associate Professor, Department of Graphic Art, Kala-Bhavana as Head, Department of Graphic Art, Kala-Bhavana, Visva-Bharati for a period of 03 (three) years with effect from 20-09-2015 in place of Shri Arpan Mukherjee, Associate Professor, Department of Graphic Art, Kala-Bhavana whose term as Head, Department of Graphic Art, Kala-Bhavana will come to an end on 19-09-2015.

Shri Ajit Seal will be entitled to draw an honorarium of Rs. 3500/- (Rupees three thousand and five hundred) only per month during his tenure as Head, Department of Graphic Art, Kala-Bhavana.

Shri Arpan Mukherjee and Shri Ajit Seal are requested to handover and takeover the charge of the Head, Department of Graphic Art, Kala-Bhavana, Visva-Bharati accordingly with an intimation to the undersigned.

Memo No. Est / E-I / AOH & IC / 2015-16/ 21
Date: 27-08-2015


Registrar
Visva-Bharati

To

- 1) Shri Arpan Mukherjee, Head, Department of Graphic Art, Kala-Bhavana.
- 2) Shri Ajit Seal, Associate Professor, Department of Graphic Art, Kala-Bhavana.

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) Joint Registrar- Academic, Research & Examination (AR & E)
- 4) Proctor & Chairman, (HMC)
- 5) Dean / Deputy Dean of Students Welfare
- 6) Finance Officer
- 7) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 8) Deputy Registrar (Accounts)
- 9) Chief Medical Officer / Chief Security Officer / University Engineer
- 10) Internal Audit Officer
- 11) Hindi Officer- [With a request to translate it into Hindi and arrange to upload in the University Website]
- 12) C.S to Upacharya
- 13) P.A. to Registrar
- 14) Section Officer, Meeting for noting to- E.C.
- 15) University Web-Master- Please upload it in the University Website
- 16) Personal file