

**Ref. Nil**

**Date: 04-02-2016**

To  
The Registrar  
Visva-Bharati  
Santiniketan

**Sub: Charge Handover and Takeover as head of the Department of Geography in response to office order no. Est / E-I / AOH & IC / 2015-16/ 34, dated 02-01-2016**

Sir,  
In response to office order no. Est / E-I / AOH & IC / 2015-16/ 34, dated 02-01-2016, I, am handing over the charge of the Department of Geography, Visva-Bharati to Prof. Uma Sankar Malik with effect from **04-02-2016 forenoon.**

With regards,

Yours faithfully,

Sd/-  
( Prof. Malay Mukhopadhyay ) 04-02-2016  
Department of Geography, Visva-Bharati

I do hereby take over the charge as Head of the Department of Geography from Prof. Malay Mukhopadhyay on **04-02-2016 forenoon at 09-30 A.M..**

Yours faithfully,

Sd/-  
(Prof. Uma Sankar Malik) 04-02-2016  
Department of Geography, Visva-Bharati

**Memo No. Est / E-I / AOH & IC / 2015-16/ 38**

**SANTINIKETAN**

**Date: 09-02-2016**

**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. Uma Sankar Malik, Head, Department of Geography, Vidya-Bhavana
- 4) Prof. Malay Mukhopadhyay, Department of Geography, Vidya-Bhavana
- 5) Joint Registrar (Examination) / Deputy Registrar (Academic Research)
- 6) Proctor & Chairman, ( HMC )
- 7) Dean / Deputy Dean of Students Welfare
- 8) Finance Officer
- 9) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 10) Deputy Registrar-( Accounts )
- 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. Uma Sankar Malik and Prof. Malay Mukhopadhyay

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