

**VISVA-BHARATI  
SANTINIKETAN**

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 313.....  
तिथि/Date ..... 9.12.16.....

**Sub: Handover & Takeover of Charge of the Head, Department of Biotechnology, Visva-Bharati**

With reference to the Registrar's Memo No. Estab. / E-1 / AOH & IC / 2016-17 / 29, dated 25.11.2016 I, Prof. Sanghamitra Raha hereby, hand over the charge of the Head, Department of Biotechnology, Visva-Bharati to Dr. Amit Roy, Department of Biotechnology, Visva-Bharati w.e.f. 26-11-2016 forenoon.

Sd/-  
(Prof. Sanghamitra Raha)  
26-11-2016

I, Dr. Amit Roy, Department of Biotechnology, Visva-Bharati hereby take over the charge of the Head, Department of Biotechnology, Visva-Bharati from Prof. Sanghamitra Raha w.e.f 26-11-2016 forenoon vide Registrar's Memo No. Estab. / E-1 / AOH & IC / 2016-17 / 29, dated 25.11.2016.

Sd/-  
(Dr. Amit Roy)  
26-11-2016

Memo No. Estab / E-1 / AOH & IC / 2016-17/ 31

SANTINIKETAN

Date: 06-12-2016

**Copy forwarded for information & necessary action to:-**

- 1) Pro-Vice-Chancellor / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Dr. Amit Roy, Associate Professor, Biotechnology
- 4) Joint Registrar-( Examinations ) / Deputy Registrar-( Academic & Research )
- 5) Proctor & Chairman, ( HMC )
- 6) Dean / Deputy Dean of Students Welfare / Deputy Proctors
- 7) Finance Officer / JFO / All Joint Registrars / Deputy Registrars / Assistant Registrars
- 8) Accounts Officer / Chief Medical Officer / Chief Security Officer / University Engineer
- 9) Internal Audit Officer
- 10) Hindi Officer- [ With a request to translate it into Hindi and arrange to upload in the University Website ]
- 11) C.S to Upacharya / P.A. to Registrar ✓
- 12) Section Officer, Meeting / University Web-Master- Please upload it in the University Website
- 13) Personal files (2)

  
Joint Registrar ( Establishment )  
Visva-Bharati