

Ref. No. ISERC-15 / 2016-17

Date: 30-04-2016

To
The Registrar
Visva-Bharati
Santiniketan

**Sub: Hand over and take over the charge of ISERC, Visva-Bharati
Vide Memo No. Estab. / E-I / AOH & IC / 2016-17/ dated 18-04-2016**

I, hereby, hand over the charge of Head, Integrated Science Education & Research Centre (ISERC), Siksha-Bhavana, Visva-Bharati to Dr. Subrata Sinha, Associate Professor, ISERC today i.e. on **30-04-2016 (afternoon)**.

Sd/-
(Professor Sudhendu Mandal) 30-04-2016
Head, ISERC, Siksha-Bhavana, Visva-Bharati

I, hereby, take over the charge as In-Charge, Integrated Science Education & Research Centre (ISERC), Siksha-Bhavana, Visva-Bharati from Prof. Sudhendu Mandal today i.e. on **30-04-2016 (afternoon)**.

Sd/-
(Dr. Subrata Sinha) 30-04-2016
In-Charge, ISERC, Siksha-Bhavana, Visva-Bharati

Forwarded by:
Sd/- Principal, Siksha-Bhavana
Date: 30-04-2016

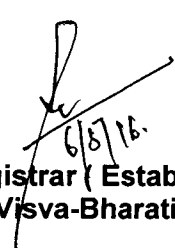
Memo No. Estab. / E-I / AOH & IC / 2016-17/ 07

SANTINIKETAN

Date: 06-05-2016

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. Subrata Sinha, In-Charge, ISERC, Siksha-Bhavana
- 4) Prof. Sudhendu Mandal, Department of Botany, Siksha-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
- 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 Dr. Subrata Sinha and Prof. Sudhendu Mandal


6/5/16.
Joint Registrar (Establishment)
Visva-Bharati