

**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is directed to convey that the Upacharya approved the following subject to ratification by the Karma-Samiti (Executive Council):

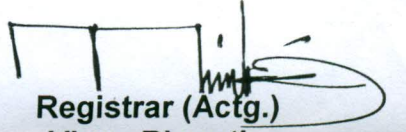
Dr. Gita A. Keeni, Associate Professor is re-appointed as Head, Department of Japanese, Bhasha-Bhavana, Visva-Bharati for another term of 3 (three) years with effect from **16-04-2016 to 15-04-2019**. Dr. Gita A. Keeni will be entitled to draw an honorarium of Rs. 3500/- (Rupees three thousand and five hundred) only per month during her tenure as Head, Department of Japanese, Bhasha-Bhavana, Visva-Bharati.

Dr. Gita A. Keeni is requested to continue his assignment as Head, Department of Japanese, Bhasha-Bhavana, Visva-Bharati with an intimation to the undersigned.

Memo No. Est / E-I / AOH & IC / 2015-16/ 43

Date: 26-03-2016

02-04-2016


Registrar (Actg.)
Visva-Bharati

To

1) Dr. Gita A. Keeni, Head, Department of Japanese, Bhasha-Bhavana

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Joint Registrar-(Examination) / Deputy Registrar-(Academic, Research)
- 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 of Dr. Gita A. Keeni, Associate Professor, Department of Japanese