

Ref. No. PCK / H-1 / 2015-2016

Date: May 12, 2015

The Registrar
Visva-Bharati
Santiniketan

Sub: Handing over and Taking over the charges of the Department of Palli Charcha Kendra, PSV, Visva-Bharati, Sriniketan.

As per vide Memo No. Est / DR / O.O / 68 dated 08-05-2015 and Memo No. Est / E-I / AOH & IC / 2015-16/ 05 dated 08-05-2015, I, Dr. Santanu Rakshit, Head of the Department, Palli Charcha Kendra, Visva-Bharati, Sriniketan, am handing over the charges of the Department of Palli Charcha Kendra, PSV, Visva-Bharati, Sriniketan to Dr. Sankar Majumder, Professor, Palli Charcha Kendra, Visva-Bharati, Sriniketan alongwith all the equipments, Furnitures as per register and Board of Studies resolution book from 14-02-2010, in the forenoon of **12th May 2015**.

Sd/-
(Santanu Rakshit)
Associate Professor (Economics)
Palli Charcha Kendra, PSV, Sriniketan

I am taking over the charges of the Department of Palli Charcha Kendra, Visva-Bharati, Sriniketan from Dr. Santanu Rakshit, HOD, Palli Charcha Kendra, Visva-Bharati, Sriniketan, in the forenoon of **12th May 2015**.

Sd/-
(Sankar Majumder)
Professor, Palli Charcha Kendra, PSV, Sriniketan

Memo No. Est / E-I / AOH & IC / 2015-16 / 09

SANTINIKETAN

Date: 05-06-2015

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) Professor Sankar Majumder, Head, Department of PCK, PSV
- 4) Dr. Santanu Rakshit, Associate Professor, Department of PCK, PSV
- 5) Controller of Examination
- 6) Proctor & Chairman, (HMC)
- 7) Dean / Deputy Dean of Students Welfare
- 8) Finance Officer
- 9) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 10) Dy. Registrar (Accounts) – [With a request to make payment of honorarium to Professor Sankar Majumder during his tenure as HOD, PCK, PSV w.e.f. 12-05-2015]
- 11) C.M.O., P. M. Hospital / 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

Joint Registrar (Establishment)
Visva-Bharati