

**Department of Botany
VISVA-BHARATI**

Sub: Handover and Takeover of the charge of the Head, Department of Botany, Visva-Bharati.

With reference to the Registrar's Memo No. Est / E-I / AOH & IC / 2015-16/ 13, Dated 03-07-2015, I Prof. Nirmalya Banerjee hereby handover the charge of the Head, Department of Botany, Visva-Bharati to Prof. Rup Kumar Kar w.e.f. **24-07-2015 forenoon.**

Sd/-
(Nirmalya Banerjee)
Dated : 24th July 2015

I Prof. Rup Kumar Kar hereby takeover the charge of the Head, Department of Botany, Visva-Bharati from Prof. Nirmalya Banerjee w.e.f. **24-07-2015 forenoon**, Vide Memo No. Est / E-I / AOH & IC / 2015-16/ 13, Dated 03-07-2015.

Sd/-
(Rup Kumar Kar)
Dated : 24th July 2015


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

SANTINIKETAN

Date: 24-07-2015

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 Rup Kumar Kar, Head, Department of Botany, Siksha-Bhavana
- 4) Professor Nirmalya Banerjee, Department of Botany, Siksha-Bhavana.
- 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 Prof. Rup Kumar Kar during his tenure as HOD, Botany, Siksha-Bhavana w.e.f. 24-07-2015]
- 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 for noting to- E.C.
- 17) University Web-Master- Please upload it in the University Website
- 18) Personal file


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