

**Department of Mathematics**  
**VISVA-BHARATI**

Ref. No. 16(b) / Math/2015-16

Dated: 25 August 2015

To  
The Registrar  
Visva-Bharati

Handing over and Taking over of charge of the office of the Head of the Department of Mathematics, Visva-Bharati ( Ref. Memo No. Est / E-I / AOH & IC / 2015-16/ 17 dated: 11-08-2015 )

As per your Memo No. Est / E-I / AOH & IC / 2015-16/ 17 dated 11-08-2015 I, Swapan Raha, Professor of Mathematics, do hereby hand over the charge of the office of the Head of the Department of Mathematics, Visva-Bharati to Prasanta Chatterjee, Professor of Mathematics, Visva-Bharati with effect from the forenoon of the **25<sup>th</sup> day of August 2015** with all stock of assets on as-is-where-is basis.

As per IMPREST REGISTER, no amount is lying with the Department as on 25<sup>th</sup> August 2015.

**Handed over**

**Taken over**

Sd/-

( Professor Swapan Raha )  
Date: 25-08-2015

Sd/-

( Professor Prasanta Chatterjee )  
Date: 25-08-2015

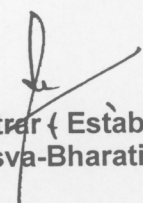
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**Memo No. Est /E-I /AOH & IC / 2015-16/ 24**

**SANTINIKETAN**

**Date: 29-08-2015**

**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 Prasanta Chatterjee, Head, Department of Mathematics, Siksha-Bhavana
- 4) Professor Swapan Raha, Department of Mathematics, Siksha-Bhavana
- 5) Joint Registrar- Academic, Research & Examination ( AR & E )
- 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. Prasanta Chatterjee during his tenure as HOD, Mathematics, Siksha-Bhavana w.e.f. 25-08-2015 ]
- 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
- 17) University Web-Master- Please upload it in the University Website
- 18) Personal file

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