

To  
The Registrar  
Visva Bharati

**Sub:- Hand over and take over the charge of CPIO, V.B.**

**Ref. Memo No. : REG/ RTI Act-1/ dated 24/05.2016**

Inviting reference to the above mentioned Office Memo, the undersigned hereby hands over the charge of CPIO, Visva-Bharati to Sri Soumyendra Sen, Joint Registrar (Administration) on 06/06/2016. On the date of hand-over the status of the pending files are reported as below:-

Sr. No.	Name of RTI applicant	Date of Recent Original application	Stage of Processing of file	Concerned Department/ Officer having information
1	Sri Susanta Kr.Chattopadhyay	05.11.2015	Sent to concerned deptt./section for supplying information	Asst Engineer I/C TMI
2	Sri Nripendranath Mondal	23.01.2016	Do	Deptt of Geography
3	Malavika Trivedi	19.04.2016	Do	Joint Registrar I/C Estate
4	Sri Pranab Kumar Bhattacharya	26.04.2016	Sent to legal cell for information	Joint Registrar I/C Legal Matters
5 to 14	Sri Goutam Sarkar(10 files)	30.05.2016	Just received	Meeting Section, Aca & Res, Establishment, Adhyapaka Sabha
15	Sri Rajesh Chandra Joshi	30.05.2016	Sent to concerned deptt./section for supplying information	Joint Registrar(Establishment)
16	Sri Anand Kumar	23.05.2016	Sent to Hindi Officer for translation	Hindi Officer
17	Sri Anil Kumar Shastri	11.04.2016	Final reply to be sent	Vinaya Bhavana
18	Sri Subrata Debnath	28.05.2016	Just received	Examination Deptt
19	Nurul Alam	28.05.2016	Final reply to be sent	Patha Bhavana
20	Sri Ram Chandra Roy	31.05.2016	Sent to Hindi Officer for translation	Hindi Officer
21	Sri Ajay Singhal	30.04.2016	CPIO's reply to show-cause notice already sent to CIC. University's reply to show-cause is pending.	Examination Deptt
22	Rohit Raj	29.03.2016	Final reply to be sent	Examination Deptt

A comprehensive name-wise list of all closed RTI cases shall be handed over to the Joint Registrar (Admin) within 15 days.

Memo No : RTI/31  
Date : 06.06.2016

Shri Saugata Chattopadhyay  
Joint Registrar (Establishment) & CPIO

I, hereby, take over the charge as CPIO Visva Bharati from Sri Saugata Chattopadhyay, Joint Registrar (Establishment) Visva Bharati on 06/06/2016 as per above.

Shri Soumyendra Sen  
Joint Registrar (Administration)

Copy to :-

1. Shri Soumyendra Sen – Joint Registrar (Administration)
2. Shri Saugata Chattopadhyay – Joint Registrar (Establishment)
3. P.A. to Registrar
4. P.A. to Registrar
5. Section Officer (HBA & Statistics) & looking after RTI matters
6. University Webmaster : With a request to upload in the University Website