

**VISVA-BHARATI**  
**Department of Graphic Art**

**Ref. No.**

**Date: 20-09-2015**

To  
The Registrar  
Visva-Bharati

**Sub: Handover & Takeover the charges of the Head, Department of Graphic Art ( Printmaking ), Kala-Bhavana, Visva-Bharati**

I, do hereby handover the charges of the Head, Department of Graphic Art ( Printmaking ), Kala-Bhavana, Visva-Bharati on **20-09-2015** as is where basis. This is to your Memo No. Est / E-I / AOH & IC / 2015-16/ 21, dated: 27-08-2015.

Sd/-  
( Arpan Mukherjee ) 20-09-2015  
Associate Professor  
Department of Graphic Art ( Printmaking )

I, do hereby take over the charges of the Head, Department of Graphic Art, Kala-Bhavana, Visva-Bharati on **20-09-2015** as is where basis. This has reference to your Memo No. Est / E-I / AOH & IC / 2015-16/ 21, dated: 27-08-2015.

**Forwarded By:**  
Sd/- Principal, Kala-Bhavana  
Visva-Bharati  
Date: 20-09-2015

Sd/-  
( Ajit Seal ) 20-09-2015  
Associate Professor  
Department of Graphic Art ( Printmaking )


**Memo No. Est / E-I / AOH & IC / 2015-16/ 29**

**SANTINIKETAN**

**Date: 29-09-2015**

**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) Shri Ajit Seal, Head, Department of Graphic Art, Kala-Bhavana
- 4) Shri Arpan Mukherjee, Associate Professor, Department of Graphic Art, Kala-Bhavana.
- 5) Joint Registrar- Academic, Research & Examination ( AR & E )
- 6) Proctor & Chairman, ( HMC )
- 7) Dean / Deputy Dean of Students Welfare
- 8) Librarian, Central Library
- 9) Finance Officer
- 10) Deputy Registrar ( Accounts ) - [ With a request to make payment of honorarium to Shri Ajit Seal during his tenure as HOD, Graphic Art, Kala-Bhavana w.e.f. 20-09-2015 ]
- 11) Chief Medical Officer / Chief Security Officer / University Engineer
- 12) Hindi Officer- [ With a request to translate it into Hindi and arrange to upload in the University Website ]
- 13) C.S to Upacharya
- 14) P.A. to Registrar
- 15) Section Officer, Meeting
- 16) University Web-Master- Please upload it in the University Website
- 17) Personal file

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