

VISVA-BHARATI
PALLI SIKSHA BHAVANA (INSTITUTE OF AGRICULTURE)

Ref. No. PSB/PP/Charge Handover/2/2015-16

Date: 15-09-2015

To
The Registrar
Visva-Bharati
Santiniketan

Sub: Handover and Takeover the charges of Head, Department of Plant Protection:
Ref. Memo No. Est / E-I / AOH & IC / 2015-16/ 22, dated: 27-08-2015

Apropos of the above reference No. Est / E-I / AOH & IC / 2015-16/ 22, dated: 27-08-2015, I, the undersigned hereby handover the charge of the Head, Department of Plant Protection, Palli Siksha Bhavana, to Dr. Ranjan Nath, Dept. of Plant Protection on **15-09-2015 (F.N.)** as is where is basis. Other formalities will follow.

Sd/-
(Prof. Hirak Chatterjee) 15-09-2015
Professor of Entomology
Department of Plant Protection

I, Dr. Ranjan Nath, Associate Professor, Department of Plant Protection do hereby takeover the charge of the Head, Department of Plant Protection, Palli Siksha Bhavana, from Professor Hirak Chatterjee, Dept. of Plant Protection on **15-09-2015 (F.N.)** as is where is basis. Other formalities will follow.

Forwarded By:
Sd/- Principal, PSB, Sriniketan
Visva-Bharati
Date: 15-09-2015

Sd/-
(Dr. Ranjan Nath) 15-09-2015
Head, Department of Plant Protection

Memo No. Est / E-I / AOH & IC / 2015-16/ 2 8

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) Dr. Ranjan Nath, Head, Department of Plant Protection, PSB
- 4) Prof. Hirak Chatterjee, Department of Plant Protection, PSB
- 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 Dr. Ranjan Nath during his tenure as HOD, Plant Protection, PSB w.e.f. 15-09-2015]
- 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