



# HIRALAL BHAKAT COLLEGE

ESTD.- 1986

NALHATI, BIRBHUM, WEST BENGAL, PIN.- 731220  
(Affiliated to the University of Burdwan and Re-accredited by NAAC)  
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Ref. No. -

Date.-

To,

Dr. Rejaul Islam Sana  
Assistant Professor  
Department of Geography  
Hiralal Bhakat College  
Nalhati, Birbhum

From

The Principal  
Hiralal Bhakat College  
Nalhati, Birbhum

Sub: Assignment of the charge as Head of the department for a period of 14 days.

Dear Mr. Sana,

It is to inform you that Dr. Niladri Das will remain absent in college for his Refresher course on and from 16.08.2023 to 29.08.2023. So, you are requested to take the charge of the department of Geography of college for the above-mentioned dates.

I am looking for your support and co-operation.

Thanking you.

Date: 15.08.2023

Place: Nalhati, Birbhum



Sincerely

*Nurul Islam*  
(Dr. Nurul Islam)

Principal

Hiralal Bhakat College  
Nalhati, Birbhum

*Principal*  
Hiralal Bhakat College  
Nalhati, Birbhum