



**VISVA-BHARATI  
SANTINIKETAN**

**NOTIFICATION**

The undersigned is directed to notify for information of all concerned that in continuation of notification vide Ref.: No REG/Notify/156/25 dated 19/06/2020, Ref No: REG/Notify/156/49 dated 06/07/2020 and subsequent notification Ref. No vide Act/01/09/2020-21 dated 16/09/2020, Act/01/11/2020-21 dated 10/10/2020, henceforth faculty members are requested to submit their declaration of staying in the Campus by 20<sup>th</sup> of every month in the Google Form link given below to get House Rent Allowance (HRA) and Transport Allowance of that month instead of sending email to the Accounts Officer.

[https://docs.google.com/forms/d/e/1FAIpQLSdCIZRS11YPnAWsLG931zok275dgxi\\_k8LrkgWxH31xu7bX4tg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdCIZRS11YPnAWsLG931zok275dgxi_k8LrkgWxH31xu7bX4tg/viewform)

Ref. No: ACT/01/ 11A /2020-21  
Date: 04/12/2020

Joint Registrar (Accounts)  
Visva-Bharati

**Copy forwarded for information and necessary action to:**

1. All Director(s), Principal of Bhavana(s) and Vibhaga(s)
2. All Heads of Academic Departments/Centres/Sadana
3. Deputy Registrar and CS to Vice-Chancellor
4. P.A to Registrar
5. University Webmaster – with a request to upload in the University Website