



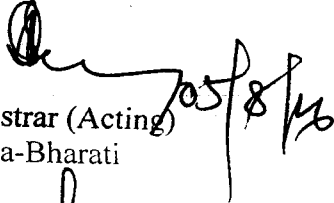
VISVA-BHARATI  
SANTINIKETAN

NOTIFICATION

Directors/ Adhyakshas of Bhavanas/ Vibhagas/ Sadana/ Heads of all the Academic and Administrative Departments, Centres, Offices are requested to forward the "Leave Applications" (in original) of each employee (except Casual Leave/ Special Casual Leave/ Compensation Leave/ Duty Leave) after sanction by exercising the delegation of power in terms of the office Memo No. L.7 dt. 23/5/2016 (copy enclosed) to the Leave Section (Establishment -II) within the 7th day of the following month in order to make entry in the Leave Register.

Cooperation in this regard is solicited from all concerned.

Ref. No. EST/E-II/12  
Date: 05/08 /2016

  
Registrar (Acting)  
Visva-Bharati

Copy for information and taking necessary action to :

- 1) The Directors/Adhyakshas of all Bhavanas/Vibhagas/Sadana, Visva-Bharati
- 2) The Heads of all Academic and Administrative/Non-academic Departments/ Centres/ Offices/ Sections, Visva-Bharati
- 3) C.S. to the Uacaharya, Visva-Bharati
- 4) P.A. to Registrar, Visva-Bharati
- 5) University Webmaster – kindly upload it, in the University Website

P.T.O.



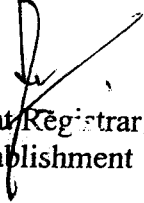
VISVA-BHARATI  
SANTINIKETAN

OFFICE ORDER

The undersigned is directed to convey that the Vice-Chancellor (Offg.) is pleased to delegate the power for approval of "Duty Leave", "Special Casual Leave", "Compensation Leave", "Earned Leave" to the Director/Principal of the Bhavana/Sadana, except Principal of Patha-Bhavana and Siksha Satra. In case of approval of "Earned Leave" only sanctioned Earned Leave may be forwarded to the (Establishment Section) Leave Section directly for maintaining record and updating Leave Register.

Other kinds of leave for visiting abroad, except the above mentioned leave would be sanctioned by the competent authority as per rule.

Memo No. L.7  
Dated 23/05/2016

  
Joint Registrar  
Establishment

C.C. to :-

1. Directors/Principals of all Bhavana/Sadana/Vibhaga
2. Heads of all the Departments/Centres/Schools/Sections/Units
3. Finance Officer
4. Internal Audit Officer
5. Accounts Officer
6. C.S to Vice Chancellor
7. P.A. to Registrar
8. University Webmaster : to upload in the university website
9. File No - 40