



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION
DETENTION FOR AUTUMN RECESS (2016)

The academic Departments of the university will remain closed for Autumn Recess-2016 from 6th October Thursday, 2016 to 1st November Tuesday 2016 (both days inclusive).

The Directors/ Adhyakshas of Bhavana, Vibhagas and the Heads of the Academic Departments are requested to make necessary arrangements for deploying/ detaining of one academic staff for each Department during Autumn Recess 2016, if required.

Faculty members who will be detained during vacation period under order of the Vice-chancellor are eligible for Earned Leave to extent of 1/3rd of the period of detention.

The Directors/ Adhyakshas of Bhavana, Vibhagas and the Heads of the Academic Departments are requested to send single detention proposal Bhavanawise through proper channel with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach this office within 15/09/2015 for prior approval of the Vice Chancellor.

Ex post facto and individual departmentwise proposals may not be sent

Rather single detention proposal for the Bhavana/ Vibhaga may please be sent.

Memo No EST/E-II/ V. 7
Date : 23/08/2016

Registrar (Acting)
Visva-Bharati

Copy to:

1. Director/ Adhyakshas of all Bhavanas/ Vibhagas/ Sadanas
2. All Heads of the Department / Centre
3. Finance officer
4. Internal Audit Officer
- ✓ 5. University Webmaster- to upload on the University Website

23/8/16
23/08/16

PROFORMA FOR DETENTION OF TEACHER DURING AUTMNN RECESS -2016

(To be submitted through proper channel)

SL.No.	Name (in fill) of the teacher with Department, Designation, I.D. Number & Mobile Number	Brief description of the work to be performed	Period of detention	Detailed justification for such inevitable detention

Signature
With Seal of the Head of the department
& Mobile Number