



VISVA-BHARATI
SANTINIKETAN

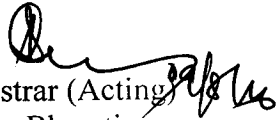
NOTIFICATION

This is for information of all concerned that Establishment Section will provide Earned Leave and Half Pay Leave Statement to the permanent employees of Visva-Bharati once in a year in the month of August. Interested employees may collect Statement of Earned Leave and Half Pay Leave from the Establishment Section-II on any working day between 4.00 p.m. to 5.00 p.m.

Directors/ Adhyakshas of Bhavanas/ Vibhagas/ Sadana/ Heads of all the Academic and Administrative Departments, Centres, Offices are requested to forward the "Original Leave Applications" 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 within seven days of such sanction for making necessary entry in the leave register and maintaining leave account.

Cooperation in this regard is solicited from all concerned.

Ref. No. EST/E-II/40
Date: 09/08 /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 : Please arrange to upload it, in the University Website.
- 6) File