



Visva-Bharati
Santiniketan

CIRCULAR

The undersigned is to convey that on account of the ensuing Convocation of the University, the following offices of the University will remain open on all holidays / weekly off days upto 25.05.2018. The employees working in these offices may not be granted any leave for the period from 14.05.2018 to 25.05.2018 except under compelling reasons like medical emergencies, family bereavements etc.

1. Rabindra-Bhavana
2. Examination Section
3. Engineering Section
4. Watch and Ward
5. Santiniketan Press
6. Garden Section

Beside these offices, the faculty members and staff members engaged in the works related to convocation and inauguration of Bangladesh Bhavana may not be granted any leave for the period from 14.05.2018 to 25.05.2018 except under compelling reasons like medical emergencies, family bereavements etc.

All concerned are requested to cooperate with the authority for smooth organization of the Convocation Ceremony in a befitting manner.

This is issued with the approval of the competent authority.

Ref. No. REG/Circular/123/479

Date: 12.05.2018

Registrar (Acting)
Visva-Bharati

Copy to:

1. All Directors / Principals of all Bhavanas / Vibhagas
2. All Heads of Academic and Non-teaching Departments/Centres/Sections/Sadana
3. Proctor
4. Finance Officer
5. Joint Registrar (Accounts)
6. All Joint Registrars / JFO / Deputy Registrars / IAO / Assistant Registrars
7. C.M.O. / C.S.O. / U.E
8. C.S. to Vice-Chancellor
9. Assistant Registrar (Meetings) – to report to Karma-Samiti
10. P.A. to Registrar
11. Pay Fixation Cell
12. Hindi Officer – to translate into Hindi and arrange to upload in the University Website
13. University Webmaster – to upload in the University Website
14. File