

विश्वभारती  
VISVA-BHARATI



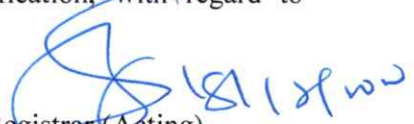
OFFICE ORDER

The undersigned is directed to inform that the Upacharya, subject to ratification by the Karma Samiti (Executive Council), has been pleased to pass order that henceforth all leave applications, except for casual leave, will be processed / approved centrally.

Directors / Principals / Heads / in-charge of Bhavana / Sadanas / Departments / Offices/ Sections etc. are requested to forward filled up leave applications with specific recommendations to the Establishment Section (E-II) well in advance, for approval of the authority.

This order will supersede all earlier orders/ notification, with regard to approval of leave (except casual leave).

No. : REG/O.O./89/337  
Date : 18/12/2020

  
Registrar (Acting)  
Visva-Bharati

Copy forwarded for information and necessary action to :-

1. Directors/Principals of all Bhavana/Sadana/Vibhaga
2. Heads of all the Departments/Centres/Schools/Sections/Units
3. Finance Officer
4. Joint Registrar (Establishment)
5. Internal Audit Officer
6. C.S to Vice Chancellor
7. A.R. (Meeting) for ratification of the Karma-Samiti in the next meeting
8. P.A. to Registrar
9. University Webmaster : to upload it, in the university website
10. Hindi Officer : to translate into Hindi and arrange to upload in the University Website.
11. File