



**VISVA-BHARATI  
SANTINIKETAN**

**NOTIFICATION  
DETENTION FOR AUTUMN RECESS (2018)**

The academic Departments of the university will remain closed for Autumn Recess-2018 from 15<sup>th</sup> October Monday, 2018 to 30<sup>th</sup> October, Tuesday 2018 ( both days inclusive). All department including administrative Offices (except emergency sections) will remain closed from 15 October to 27<sup>th</sup> October 2018. **Compensatory leave will not be admissible during these period from to 15/10/2018 to 27/10/2018.**

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 2018, (28/10/2018 to 30/10/2018), if required.**

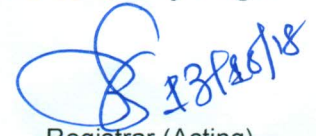
Faculty members who will be detained during vacation period under order of the Vice-chancellor are eligible for Earned Leave to extent of 1/3<sup>rd</sup> of the period of detention.

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

Proposal for detention in prescribed proforma (attached) should reach this office within 05/10/2018 for prior approval of the Vice Chancellor.

**Ex post facto and individual department wise proposals may not be sent, only single detention proposal for the Bhavana/ Vibhaga may please be sent.**

Memo No EST/E-II/ V. 7  
Date : 13/10/2018

  
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 it, on the University Website

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