

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



ORDER

Sub.: MONTHLY SERVICE VERIFICATION CERTIFICATE FOR STAFF

This is to inform all concerned that the Controlling Officers of all Offices/Sections/Centres (including offices of Principals of Bhavanas/Heads of Departments, in charge of Centres/Units etc.) shall henceforth send “**Monthly Service Verification Certificates**” in the enclosed format in respect of all permanent staff (both faculty members and administrative staff) and temporary status/enlisted casual workers under his/her control within the 15th day of each calendar month positively, failing which salary of the concerned staff may not be released by Accounts Office.

This order is being issued with the approval of the competent authority and this will take immediate effect.

Memo No. REG/Order/89/394
Dated: 08/01/2021


08/01/2021
Registrar(Acting)
Visva-Bharati

Copy to :

- 1) Directors/ Adhyakshas of all Bhavanas/Vibhagas
- 2) Heads of all Academic & Administrative Departments/Centres/Sections/ Offices
- 3) Finance Officer
- 4) Proctor
- 5) Dean of Students' Welfare
- 6) Faculty-in-Charge of Security
- 7) Librarian, Central Library
- 8) In-Charge, Chief Medical Officer, P. M. Hospital
- 9) Joint Registrars/Deputy Registrars/UE/IAO/Assistant Registrars
- 10) Deputy Registrar & C. S. to Vice-Chancellor
- 11) P. A. to Registrar
- 12) University webmaster – to upload it in the University website.





MONTHLY SERVICE VERIFICATION CERTIFICATE FOR STAFF

To
The Joint Registrar(Accounts)
Visva-Bharati

| Sl. No. | Name of employee with ID No. | Designation | Whether the employee is on long leave (EL/ML/DL/Commutated Leave/Sabbatical Leave etc. for more than 15 days). If yes, period of leave sanctioned is to be mentioned. | Whether the employee is in unauthorized absence (If yes, period of unauthorized absence is to be mentioned) | Whether disciplinary proceeding is pending against the employee | Remarks |
|---------|------------------------------|-------------|---|---|---|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

Copy to:

Signature & Seal of

1) Section Officer(E-II), Establishment Section, Visva-Bharati

Director/Principal/HOD/JR/JE/CMO/DR etc.