



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

In continuation of earlier notification of even no. dated 07th April, 2019, It is brought to the notice of all the faculty members and employees of the University who wants to travel abroad that for approval of leave, they are required to fill up enclosed format and submit the same through proper channel for consideration of the competent authority.

Ref.No. V.B./Est-II/40/
Dated 21th April,2019

Registrar (Acting)
Visva-Bharati

Copy for information and taking necessary action to :

- 1) Directors/Adhyakshas of all Bhavanas/Vibhagas/Sadana, Visva-Bharati
- 2) Finance Officer
- 3) Heads of all Academic and Administrative/Non-academic Departments/
Centres/ Offices/ Sections, Visva-Bharati
- 4) Internal Audit Officer
- 5) C.S. to the Upacharya, Visva-Bharati
- 6) P.A. to Registrar, Visva-Bharati
- ✓ 7) University Webmaster : Please arrange to upload it, in the University
Website.
- 8) Hindi Officer, : Please arrange to translate into Hindi and uploading in the
university website.
- 9) File



**VISV-BHARATI
SANTINIKETAN**

Date:

**The Registrar
Visva-Bharati
Santiniketan**

Through proper channel

Sub.: Request for approval of leave for visiting abroad

Sir,

With reference to the above I would like to request you that following kind (s) of leave may be approved for visiting abroad, details of which are given below with relevant documents:-

Sl.No.	Kind of leave required	Number of days	From (date)	to (date)	Name of the country to be visited

1.Purpose of the visit :

2.Duration of visit (staying in abroad) from to

3.Name of the institute where invited, if any :-
(Supporting documents to be attached)

4.Whether there is any financial involvement of the University:

5.No. of foreign visit (s) during the calendar year, if visited:

6.Last date of foreign visit and name of the country, if visited

7.Duty Leave account for the current year, if required:
(in case of faculty members)

Thanking you,

Yours sincerely,

Name
ID No.
Designation
Mobile No.

During visit to abroad academic / administrative work will not be affected. Duty leave account as mentioned is certified. Forwarded and recommend for approval.

**Head of the Department
Seal**

**Principal of the Bhavana
Seal**