



**VISVA-BHARATI
SANTINIKETAN**

CIRCULAR

The undersigned is to refer to the e-mail sent on 22nd December 2014 to all Provosts/ Directors/ Principals of all Bhavanas / Heads of all Academic and Non Teaching Departments/ Sections requesting for information for the next meeting of the Cadre Review Committee. It has been noted that the information in the required format has not been sent by many departments till date.

It is once again requested that the information in the format enclosed is sent to the office of the undersigned positively within 25th March 2015 in order to enable the meeting of the Cadre Review Committee to be convened immediately.


**Joint Registrar (Establishment)
Visva-Bharati.**

Memo No : Est /DR/O.O/50
Dated : 20th March 2015

Copy forwarded for information and necessary action to:

1. All Provosts
2. All Directors
3. Principals of all Bhavanas
4. Heads of all Academic and Non-Teaching Departments / Sections
5. Joint Registrar (Establishment)

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BHAVANA/DEPARTMENT/SECTION.....

Details of Administrative/Non-Teaching Staff

Sl .	Name, Designation & ID Number	Type (Group)	Strength				Remarks
			Authorized (Sanctioned)	Held (Men in roll)	Vacant (with date)	Surplu s	

Signature of the Head

- (i) Additional requirement may be put in 'Remarks' column.
- (ii) Justification/comments may be written below.
- (iii) Number of Temporary/ Casual/Outsourced persons working in the Department should be mentioned below.