



VISVA-BHARATI
SANTINIKETAN

The Registrar
Visva-Bharati
Santiniketan

Date:

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 Department
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