

VISVA-BHARATI
SANTINIKETAN



NOTICE

No.: Admn/Stat/HBA15.3/142/2019-20

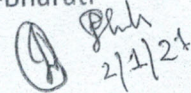
Date: 02/01/2021

In continuation of our earlier notification Vide No. Admn/Stat/HBA15.3/141/2019-20 dated 01/01/2021, the undersigned is directed to request all Adhyakshas of Bhavanas/Vibhaga, Heads of Academic and Non-Academic Departments/offices/Sections to kindly send proposal for **Bi-cycle Allowance in respect of Enlisted Casual workers (ECW)** performing duties under their control within 31.01.2021 as per the prescribed proforma (enclosed herewith) which will be placed before the said 'Allowance Committee' in its next meeting for consideration.


Assistant Registrar (Administration)

&

Convener of the Bi-cycle Allowance Committee
Visva-Bharati



Enclosure: Proforma

To

1. All Adhyakshas of Bhavanas/Vibhaga
2. All Heads of Academic and Non-Academic Departments/offices/Sections
3. Finance Officer
4. Deputy Registrar & C.S. to Vice-Chancellor
5. Internal Audit Officer
6. Assistant Registrar (Legal Cell)
7. Assistant Registrar (Purchase & Store))
8. P.A. to Registrar, Visva-Bharati
9. In-charge, Computer Centre for uploading it in the University Website

1505/1/2021
2/1/2021

VISVA-BHARATI

SANTINIKETAN

Ref. No.

Date:

To

Registrar

Visva-Bharati

Santiniketan

PROFORMA FOR FURNISHING INFORMATION IN CONNECTION WITH PAYMENT OF BI-CYCLE
ALLOWANCE

(Last date of receiving application: 31/01/2021)

1. Name of the Applicant:
2. Designation:
3. ID No:
4. Whether MTS (Permanent) Staff/ Casual Workers with Temporary Status/
Enlisted Casual Workers:
5. Department/Office/Section:
6. Scale of pay:
7. Present basic pay (as on 01/07/2019) with GP:
8. Jobs assigned by the Office

Date:

Signature of the applicant

Signature of the Adhyaksha of the
Bhavana/Head of the Deptt./Office/Section