



विश्वभारती
VISVA-BHARATI

Establishment Section

NOTICE

All **non-teaching employees (Non-Academic Staffs)** of the University are required to visit the Establishment (File) Section to see the entries made in their Service Books and put their initial as a token of acknowledgement within the working days between **2.30 P.M to 5.30 P.M** as mentioned against the Bhavana/Department/Office, etc.

They are also requested to bring with them a passport size photograph, if not submitted before, and Salary Slip for the month of April, 2026.

Sl. No.	Name of the Bhavana/Department/Office, etc.	Date of Visit
1.	Patha-Bhavana	28/09/2026 (Monday) to 01/10/2026 (Thursday)
2.	Siksha-Satra	
3.	Sangit-Bhavana	
4.	Kala-Bhavana	
5.	Bhasha-Bhavana	
6.	Vidya-Bhavana	
7.	Siksha-Bhavana	
8.	Palli-Siksha-Bhavana	
9.	Palli Samgathana Vibhaga	05/10/2026 (Monday) To 09/10/2026 (Friday)
10.	Vinaya-Bhavana	
11.	Rabindra-Bhavana	
12.	Granthana Vibhaga	

Sl. No	Name of the Bhavana/Department/Office, etc.	Date of Visit
13.	Central Office	12/10/2026 (Monday) To 16/10/2026 (Friday)
14.	Other Offices including Central Library	

Memo. No. Estab./File Section/2026-27
Dated: 25.09.2026


Registrar
Visva-Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy forwarded for information and necessary action to :-

1. All Directors/ All Principals of Bhavanas/ Sadanas/ Vibhagas, Visva-Bharati.
2. Heads of all academic and administrative Departments/ Offices/ Sections/ Centres, Visva-Bharati.
3. C.S to Upacharya, Visva-Bharati.
4. P.A to Registrar, Visva-Bharati.
5. University Webmaster- to upload it on the University Website.
6. Guard File.