

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



OFFICE ORDER

Sub.: Addendum to Office Order on Monthly Service Verification Certificate

With reference to the Office Order vide Memo No. REG/Order/89/394 dated 08/01/2021 of the Registrar regarding “Monthly Service Verification Certificate for staff”, this is to be conveyed further that copy of service verification certificate for “temporary status” and “Enlisted Casual Worker” staff is to be sent to the Deputy Registrar(Administration) and not to Section Officer (E-II) or to the Establishment Section.

No. REG/000/89/411
Dated : 16/01/2021

Registrar(Acting)
Visva-Bharati

Enclo.: Revised Format.

Copy to :

- 1) Directors/Adhyaksha of all Bhavanas/Vibhagas
- 2) Heads of all Academic & Administrative Departments/Centres/Offices
- 3) Finance Officer
- 4) Proctor
- 5) Dean of Students' Welfare
- 6) Faculty-in-Charge of Security
- 7) In-Charge, Chief Medical Officer, P. M. Hospital
- 8) Joint Registrars/Deputy Registrars/UE/IAO/Assistant Registrars
- 9) Deputy Registrar & C. S. to Vice-Chancellor
- 10) P. A. to Registrar
- 11) University webmaster – to upload it in the University website.

16/01/2021

MONTHLY SERVICE VERIFICATION CERTIFICATE FOR STAFF

To
The Joint Registrar(Accounts)
Visva-Bharati

Sl. No.	Name of employee with ID No.	Designation	Whether the employee is on long leave (EL/ML/DL/Commutated Leave/Sabbatical Leave etc. for more than 15 days). If yes, period of leave sanctioned is to be mentioned.	Whether the employee is in unauthorized absence (If yes, period of unauthorized absence is to be mentioned)	Whether disciplinary proceeding is pending against the employee	Remarks
1						
2						
3						
4						

Copy to:

- 1) Deputy Registrar(Administration), V.B.(in case of 'Temporary status' & 'ECW' staff only)
 - 2) Section Officer(E-II), Establishment Section, V.B.(in case of Permanent staff only)
- Signature & Seal of
Director/Principal/HOD/JR/UE/CMO/DR etc.