

विश्वभारती
VISVA-BHARATI



IMPORTANT
URGENT

NOTIFICATION

Sub: Maintaining punctuality in attending duty

The undersigned is directed to request all non-teaching employees of the University to maintain punctuality in attending office/duty as per the following office schedule:

Entry Time	:	9:30 a.m. (maximum 15 minutes grace time will be allowed)
Recess Time	:	1:30 p.m. to 2:00 p.m.
Exit Time	:	6:00 p.m.

If any such employee needs to go outside the premises during the office hours, he/she will have to sign on the Register maintained by Security Guard mentioning the purpose and time.

This will be effective from 22/06/2026

All Heads/ In-charges of all Bhavanas/ Vibhagas/ Departments/ Centres/ Sections are requested to arrange the Register for the said purpose.

No: Admn./G/N-5
Date: 18/06/2026

18/06/2026
Registrar
Visva-Bharati

Copy to:

1. Directors and Principals of Bhavanas/Vibhagas
2. Heads/In-charge of Academic & Administrative Departments/Centres/Offices, etc.
3. Professor-In-charge, Security
4. Joint Registrar (Administration)
5. Joint Registrar & C.S. to Vice-Chancellor
6. Section Officer (Administration)
7. Section Officer, Registrar's Office
8. In-charge, Computer Centre : To upload it on the University Website