

VISVA-BHARATI
SANTINIKETAN



NOTIFICATION
AUTUMN RECESS (2022)

Patha Bhavana and Siksha Satra (both the school section) will remain closed for Autumn Recess -2022 from 01st October, Saturday, 2022 to 26th October, Wednesday, 2022 (both days inclusive) as circulated on 01/02/2022 and will reopen on 27th October, Thursday, 2022.

The Academic Departments of the University will remain closed for Autumn Recess - 2022 from 11th October, Tuesday, 2022 to 21st October, Friday, 2022 (both days inclusive) and will reopen on 25nd October, Monday, 2022 (as 22nd & 23rd October are weekly off days, 24th October is holiday for Diwali) as circulated on 01/02/2022.

University will be completely closed from 1st October, 2022 to 10th October, 2022.

The Directors / Adhyakshas of Bhavanas, Vibhagas and the Heads of the Academic Departments are requested to make necessary arrangements for deploying / detaining of **one academic staff for each Department** during Autumn Recess 2022, if required.

Faculty members who will be detained during vacation period under order of the Vice - Chancellor are eligible for Earned Leave to the extent of 1/3rd of the period of detention.

The Directors / Adhyakshas of Bhavanas, Vibhagas and the Heads of the Academic Departments are requested to send Bhavana wise detention proposals (in a single proposal) through proper channel with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach this office within 19/09/2022 for prior approval of the Vice – Chancellor.

Ex post facto and individual department wise proposals shall not be entertained.

Memo No EST/E-II/V.7
Date: 13/09/2022


Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action to :-

- 1) Directors / Adhyakshas of all Bhavanas / Vibhagas / Sadanas,
- 2) All Heads / In-Charges of the Academic Department / Centre
- 3) Finance Officer
- 4) Internal Audit Officer
- 5) Joint Registrar (Accounts)
- 6) Deputy Registrar (Establishment)
- 7) P.A. to Registrar
- 8) University Webmaster – to upload it, on the University Website

PROFORMA FOR DETENTION OF TEACHERS DURING AUTUMN RECESS, 2022

(To be submitted through proper channel)

Sl. No.	Name (in full) of the teacher with Department, Designation, Employee I.D. Number & Mobile Number	Brief description of the work to be performed during vacation	Period of detention (From date to date)	Detailed justification for such inevitable detention
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Signature
with Seal of the Head of the Department
& Mobile Number