

বিশ্বভারতী  
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VISVA-BHARATI



**NOTIFICATION**

**Sub: Collection of Biometrics of the employees starting from 09/07/2026.**

In pursuance of the direction of the competent authority, it is hereby notified that the Biometric Attendance System will be implemented across all the Offices listed below in the first phase of the implementation. In order to implement the biometric attendance system, the Computer Centre needs to collect the biometrics of the employees of the Central Office and Central Library to start the implementation process. The approved schedule is as below:

Date	10:00-11:00	11:15-12:15	12:30-13:30		14:00-15:00	15:15-16:15	16:30-17:30
09/07/2026	Administration Section	Academic & Research Section	Meeting Section, Public Relations Office	Recess	Finance Office	Registrar Office	Vice-Chancellor Office
10/07/2026	Examination Cell	Accounts Office	Internal Audit Office		Central Library	Development Section	
13/07/2026	Establishment-I	Establishment-II	Establishment-III		File Section	Engineering Section	
14/07/2026	Central Purchase Section, Estate Office	SC/ST Cell	Legal Cell		IQAC	RTI Cell	

In this regard, all are requested to visit the Computer Centre, Visva-Bharati in the above said schedule.

No: VBCC/61/2026-27

Date: 08/07/2026

*(Handwritten Signature)*  
08/07/2026

Registrar

Visva-Bharati

कुलसचिव  
विश्वभारती  
Registrar  
Visva-Bharati

Copy to:

- 1) Heads/In-charge of Administrative Departments/Centres/Offices, etc.
- 2) Joint Registrar & C.S. to Vice-Chancellor
- 3) Section Officer, Registrar's Office
- 4) In-charge, Computer Centre: To upload it on the University Website