



**VISVA-BHARATI
SANTINIKETAN**

NOTICE

This is for information of all concerned that the members of Faculty and Non-teaching employees of the University may visit the Establishment Section on any working day from 23/01/2017 to 31/01/2017 to check the entries made in their service book and put their signature as token of acknowledgement.

Members of Faculty and Non-teaching employees are also requested to bring a self attested passport size photograph of their own to paste the same on Service Book, if not already submitted.

No. Estab/DR/O.O./187
Date: 13/01/2017


Registrar (Acting)
Visva-Bharati

Copy forwarded of information and necessary action to:

1. All Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Non-teaching Departments/ Centres/. Sections
3. Proctor
4. Finance Officer
5. Accounts Officer
6. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
7. C.M.O./C.S.O/U.E.
8. CS to Vice-Chancellor
9. PA to Registrar
10. Pay Fixation Cell
11. Hindi Officer – to translate into Hindi and arrange to upload in the University website
12. Assistant Registrar (Meeting) – to report to Karma-Samiti
13. University Webmaster – to upload in the University Website
14. File