



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

It is brought to the notice of all the faculty members and employees of the University that availing all kinds of leave (except casual leave) need prior administrative sanction as per delegation of power vide No. L.7 dt. 23/05/2016. Further, the applications for permission and grant of leave for **Foreign** visits, which requires Upacharya's approval, should be sent through proper channel along with following information for consideration of the competent authority.

- 1) Purpose of the visit
- 2) Kind of leave applied for :-
- 3) Duty leave account (in case of faculty members)
- 4) No. of foreign visit during the calendar year, if visited
- 5) Last date of foreign visit and name of the country, if visited
- 6) A separate certificate should be submitted by the concerned Head through Principal of the Bhavana that the academic activities of the Department will not be affected, if the concerned faculty members/employee is permitted to visit abroad for the period from to
- 7) Whether university has any financial involvement or not
- 8) Copy of invitation letter with authentication
- 9) Contact Number of the applicant

Ref.No. V.B./Est-II/40/
Dated 07th April, 2019

Registrar (Acting)
Visva-Bharati

Copy for information and taking necessary action to :

- 1) Directors/Adhyakshas of all Bhavanas/Vibhagas/Sadana, Visva-Bharati
- 2) Finance Officer
- 3) Heads of all Academic and Administrative/Non-academic Departments/Centres/ Offices/ Sections, Visva-Bharati
- 4) Internal Audit Officer
- 5) C.S. to the Upacharya, Visva-Bharati
- 6) P.A. to Registrar, Visva-Bharati
- 7) University Webmaster : Please arrange to upload it, in the University Website.
- 8) Hindi Officer, : Please arrange to translate into Hindi and uploading in the university website.
- 9) File