



VISVA-BHARATI
SANTINIKETAN

URGENT

NOTIFICATION

Sub : Grant of Leave and No Objection Certificate (NOC) for VISA for visiting abroad

This is to notify for information of all concerned that the employee(s) [both faculty and administrative staff members] willing to visit abroad for pursuing academic activities or for personal purpose on availing appropriate leave are hereby requested to comply with the following procedures for consideration of grant of leave as admissible and issuance of 'NOC' for 'VISA' for visiting abroad, by the competent authority of the University :

1. The prescribed application for Leave duly filled in along with all necessary relevant papers pertaining to the visit abroad shall be submitted through proper channel to the Registrar, Visva-Bharati well in advance prior to submission of the application seeking 'NOC' for 'VISA'.
2. Only after issuance of Office Order communicating grant of leave by the competent authority of the University, the prescribed application duly filled in seeking 'NOC' for 'VISA' for visiting abroad shall be submitted through proper channel to the Registrar, Visva-Bharati along with all relevant papers/documents including a copy of the said Office Order issued towards grant of leave.
3. The recommendation of the Head and the Principal concerned as sought for in the specified column at Sl. No. 1 & 2 of the 'Application Form for NOC for VISA' needs to be specific to avoid any confusion about their endorsement for granting NOC to the employee(s) concerned.
4. Timely submission of application for Leave followed subsequently by 'NOC' for 'VISA' together with all supporting papers/documents required for the purpose through proper channel by the employee(s) concerned is encouraged to facilitate smooth processing of the same for approval.

This is issued with the approval of the competent authority for compliance.

This comes into force with immediate effect.

Encls: 'NOC' for 'VISA'.

No. REG/Notify/156/257

Date : 22.07.2017

(Signature) 22/7/17
Registrar (Acting)
Visva-Bharati
Registrar (Acting)
Visva-Bharati

To :

1. All Directors, Adhyakshas of Bhavanas/Vibhagas & Heads of Departments/Centres
2. All Joint Registrars/Deputy Registrars/Assistant Registrars/Section Officers
3. C.S. to the Vice-Chancellor
4. Assistant Registrar, Office of the Pro-Vice Chancellor
5. P.A. to the Registrar
6. University Website – With a request to upload it in the University Website.

VISVA-BHARATI
SANTINIKETAN

Application for "No Objection Certificate" (N.O.C.) for VISA for visiting abroad

1. Name of the permanent employees :
2. Designation 3. Department
4. Place of visit (Address/Telephone No./E-mail ID etc.) *
(Please attach letter of invitation)
5. Purpose of visit (Academic/Official/Personal)
6. If academic and official, then visit is Sponsored by the University/Sponsored by Host Organization. *
7. Duration of visit : From to
8. 'Leave' granted by the appropriate authority : Yes/No *
(Please attach photocopy of the leave certificate)

Signature of the applicant with ID No.

1. This is to certify that Academic/Non-Academic Activities of the Department shall be hampered/not be hampered for the visit as stated above.
2. Recommended for N.O.C. : Yes/No *

Stamp

Signature of the Head

Signature of the Principal

* Please strike out whichever is not applicable

FOR CENTRAL OFFICE USE

Recommended/Non recommended

Recommended/Non recommended

Approved/Not approved

Deputy Registrar (Administration)
Visva-Bharati

Registrar
Visva-Bharati

Vice-Chancellor
Visva-Bharati

Designation.....Department.....

.....for visiting (Name of
the country).....

from.....to.....and the

Academic/Non Academic activities of the Department shall not be hampered due to
his/her absence during the period stated above.

Signature of the Head
With Office Seal

Signature of the Adhyaksha
With Office Seal