



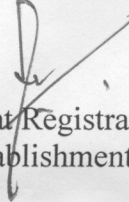
VISVA-BHARATI  
SANTINIKETAN

OFFICE ORDER

The undersigned is directed to convey that the Vice-Chancellor (Offg.) is pleased to delegate the power for approval of "Duty Leave", "Special Casual Leave", "Compensation Leave", "Earned Leave" to the Director/Principal of the Bhavana/Sadana, except Principal of Patha-Bhavana and Siksha Satra. In case of approval of "Earned Leave" only sanctioned Earned Leave may be forwarded to the (Establishment Section) Leave Section directly for maintaining record and updating Leave Register.

Other kinds of leave for visiting abroad, except the above mentioned leave would be sanctioned by the competent authority as per rule.

Memo No. L.7  
Dated 23/05/2016

  
Joint Registrar  
Establishment

C.C. to :-

1. Directors/Principals of all Bhavana/Sadana/Vibhaga
2. Heads of all the Departments/Centres/Schools/Sections/Units
3. Finance Officer
4. Internal Audit Officer
5. Accounts Officer
6. C.S to Vice Chancellor
7. P.A. to Registrar
8. University Webmaster : to upload in the university website
9. File