



**VISVA-BHARATI
SANTINIKETAN**

NOTIFICATION

This is to notify for all concerned that henceforth, all Faculty Members are requested to declare their **address of residence** in and around the campus to be eligible to claim HRA and Transport Allowances. Unless this declaration is submitted to the Accounts Officer, Visva-Bharati via email (ao@visva-bharati.ac.in) by 15th July 2020, they will not be entitled to receive HRA and Transport Allowances from this month onwards.

Ref. No. REG/Notify/156/49
Date: 06/07/2020

6/7/2020
Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action to-

1. All Directors, Principals of all Bhavanas/Vibhagas
2. All Heads of Academic and Non-teaching Departments/Centres/Sections/Sadana
3. Proctor/Dean of students Welfare
4. Finance Officer
5. Professor-in-Charge, Security
6. All Joint Registrars/Deputy Registrars/IAO/Assistant Registrars
7. C.M.O.,PMH/In-Charge, Computer Centre/University Librarian(Acting)
8. University Engineer
9. Dy. Registrar & C.S. to Vice-Chancellor
10. P. A. to Registrar
11. Hindi Officer- To translate into Hindi and arrange to upload in the University Website.
12. University Webmaster – With a request to upload in the University Website.