



**Visva-Bharati**  
**Santiniketan**



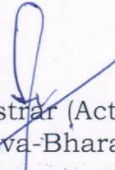
### **NOTIFICATION**

This is to notify for information of all concerned that issuance of cards for the purpose of Convocation Ceremony, 2018 to all employees of the University has been started from 22.05.2018 as per notification vide no. Admn./G/N-5/95 dated 20.05.2018.

In this connection, all Heads of the academic and administrative Departments / Centres / Offices are hereby requested to certify the cards under their signatures in respect of the permanent employees, casual workers with temporary status and enlisted casual workers performing duties under their control, keeping record of the same to facilitate their entry to the premises of Amra-Kunja on 25.05.2018.

Co-operation of all concerned is solicited.

Memo. No. REG/Notify/156/512  
Date: 22.05.2018

  
Registrar (Acting)  
Visva-Bharati  
Registrar (Acting)  
Visva-Bharati

Copy to:

1. The Directors and Adhyakshas of all Bhavanas / Vibhagas.
2. The Heads of all academic and administrative Departments / Centres / Offices.
3. All Joint Registrars / Joint Finance Officer / Deputy Registrars.
4. C.S. to Vice-Chancellor.
5. Chief Security Officer.
6. Assistant Registrar & i/c, PRO.
7. Hindi Officer – to translate into Hindi and to arrange to upload it in the University website.
8. In-charge, Computer Centre – for uploading it in the University website.