

विश्वभारती



VISVA-BHARATI
NOTIFICATION

Sub: Collection of Biometrics of the employees starting from 10/08/2026.

In pursuance of the direction of the competent authority, it is hereby notified that the Biometric Attendance System will be implemented across all the Offices listed below in the second phase of the implementation. In order to implement the biometric attendance system, the Computer Centre needs to collect the biometrics of the employees across the entire campus except Central Office, Estate office, Computer Centre and Central Library to start the process. The approved schedule is as below.

Date	10:00-11:00	11:15-12:15	12:30-13:30	14:00-15:00	15:15-16:15	16:30-17:30
10/08/2026	Admission Cell, Transport Cell, Samarth Office, Watch and Ward, Sanitation, Garden Section, Rajbhasha Cell	World Heritage Cell, PM Hospital	Indira Gandhi Centre, AK Dasgupta Centre, Bangladesh Bhavan, Agro-Economic Research Centre, Proctor and Dean Office	Recess	Rabindra Bhavana	
11/08/2026	All departments of Bhasha Bhavana				All departments of Vidya Bhavana	
12/08/2026	All departments of Sangit Bhavan and Kala Bhavana, Patha Bhavana				All departments of Siksha Bhavana	
13/08/2026	All departments of Vinaya Bhavana				All departments of PSB	
14/08/2026	Siksha Satra				All departments of PSV	
19/08/2026	All other Bhavana/ Centre/ Department/ Office				All other Bhavana/ Centre/ Department, Office	

In this regard, all are requested to visit the Computer Centre, Visva-Bharati in the above said schedule.

No: VBCC/89/2026-27

Date: 06/08/2026

[Signature] 06/08/2026
Registrar,

Visva-Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy to:

1. All Directors/Adhyakshas of Bhavanas/Vibhagas.
2. All Heads/In-charge of Academic & Administrative Departments/Centres/Offices, etc.
3. Professor- In-Charge, Computer Centre.
4. Joint Registrar & C.S. to Vice-Chancellor
5. Section Officer, Registrar's Office
6. In-charge, Computer Centre: To upload it on the University Website