विश्वभारती
VISVA-BHARATI

## Establishment Section

## NOTICE

**Subject:** Annual Verification, inspection and Signature of Service Books.

The undersigned is directed to inform that, in compliance with Supplementary Rules 199 and 202 of Fundamental Rules and Supplementary Rules, and Rule 288(1) of the General Financial Rules, 2017, all Faculty Members are hereby directed to visit the File Section and put their signatures in the appropriate column of their Service Books as a token of acknowledgement. The Faculty Members may visit the File Section between **11.00 A.M. to 12.30 P.M.** and **3.00 P.M. to 5.30 P.M.** as mentioned against the Bhavana/Department/Office, etc.

They are also requested to bring with them a passport size photograph, if not submitted before, and **Salary Slip for the month of April, 2026.**

| Sl. No. | Name of the Bhavana/Department/Office, etc. | Date of Visit |
|---|---|---|
| 1. | Siksha-Bhavana | 23/11/26 to 26/11/26 |
| 2. | Bhasha-Bhavana | 27/11/26 to 01/12/26 |
| 3. | Palli-Siksha-Bhavana | 02/12/26 to 04/12/26 |
| 4. | Vidya-Bhavana | 07/12/26 to 08/12/26 |
| 5. | Vinaya-Bhavana | 09/12/26 to 10/12/26 |
| 6. | Palli Samgathana Vibhaga | 11/12/26 to 14/12/26 |
| 7. | Sangit-Bhavana | 15/12/26 to 17/12/26 |
| 8. | Kala-Bhavana | |

| Sl. No. | Name of the Bhavana/Department/Office, etc. | Date of Visit |
|---|---|---|
| 9. | Patha-Bhavana | 18/12/26 to 22/12/26 |
| 10. | Siksha-Satra | |

17/11/2026

Memo. No. Estab./File Section/2026-27
Dated: 17.11.2026

Registrar
Visva-Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy forwarded for information and necessary action to :-

1. All Directors/ Principals of Bhavanas / Vibhagas, Visva-Bharati.
2. Heads of all Academic and Administrative Departments/ Offices/ Sections/ Centres, Visva-Bharati.
3. Joint Registrar & C.S to Upacharya, Visva-Bharati.
4. S.O, Registrar's Chamber, Visva-Bharati.
5. University Webmaster- to upload it on the University Website.
6. Guard File.