



VISVA BHARATI
SANTINIKETAN

NOTIFICATION
AUTUMN RECESS (2015)

The Academic Departments of the University will remain closed for Autumn Recess-2015 from 17st October, Saturday, 2015 to 12th November, Thursday, 2015 (both days inclusive) and will reopen on 13th November, Friday, 2015.

The Provosts/ Directors/ Adhyakshas of Bhavanas, Vibhagas and the Heads of the Academic Departments are requested to make necessary arrangements for deploying/detaining of one academic staff for each Department during Autumn Recess 2015, if required.

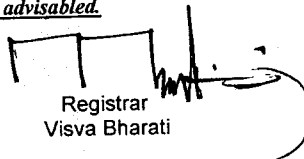
Faculty members who will be detained during vacation period under order of the Vice - Chancellor are eligible for Earned Leave to the extent of 1/3rd of the period of detention.

The Provosts/ Directors/ Adhyakshas of Bhavanas, Vibhagas and the Heads of the Academic Departments are requested to send single detention proposals for Bhavanawise through proper channel with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach this office within 30/09/2015 for prior approval of the Vice – Chancellor.

Ex post facto and individual departmentwise proposals may not be advisable.

Memo No EST/E-II/V.7
Date: 12/09/ 2015


Registrar
Visva Bharati

Copy to:

- 1) Pro Vice Chancellor /Provost/Directors/ Adhyakshas of all Bhavanas/ Vibhagas/ Sadanas,
- 2) All Heads of the Department/Centre.
- 3) Finance Officer
- 4) Internal Audit Officer
- 5) University Webmaster – to upload it on the University Website.

PROFORMA FOR DETENTION OF TEACHERS DURING WINTER VACATION, 2015
(To be submitted through proper channel)

SL.NO	Name (in full) of the teacher with Department, Designation, I.D. Number & Mobile Number.	Brief description of the work to be performed	Period of detention	Detailed justification for such inevitable detention.
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Signature
with Seal of the Head of the Department
& Mobile Number