



**VISVA-BHARATI
SANTINIKETAN**

Ref : Estab/Service Verification/2022-23

Date : 21.10.2022

CIRCULAR

All employees of the University (both teaching and non-teaching) are hereby requested to submit a Photocopy of his/her Aadhaar Card (self attested) at File Section under Establishment Section by 15th November, 2022 positively for inclusion of Aadhaar (Unique Identification) number in their Service Book as per directive of DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt of India.

Further, the employees (both teaching and non-teaching) who have not yet visited the Establishment Section to see the entries made in their Service Books and put their initial as a token of acknowledgement in respect of notice vide Ref. ESTAB/File Section/Service Verification/2022-23 dated 14.07.2022 are requested to do the same positively on the working days within the period from 01.11.2022 to 15.11.2022 (between 3.30 p.m. to 5.30 p.m.). No further extension will be given for the purpose.

Registrar (Acting)
Visva-Bharati

Copy to :

1. All Directors/Adhyakshas of Bhavanas/Sadanas/Vibhagas
2. All Academic and Administrative Heads of the
Department/Section/Office
3. All JR/DR/AR/SO
4. File
- ✓ 5. Webmaster : Please upload the circular on University Website