

VISVA - BHARATI  
SANTINIKETAN



NOTIFICATION  
WINTER VACATION, 2024

Patha Bhavana and Siksha-Satra (both the school sections) will remain closed for Winter Vacation, 2024 from 26<sup>th</sup> December, 2024 (Thursday) to 31<sup>st</sup> December, 2024 (Tuesday) (both days inclusive) and will reopen on 1<sup>st</sup> January, 2025 (Wednesday).

The Academic Departments of the University will remain closed for Winter Vacation, 2024 from 26<sup>th</sup> December, 2024 (Thursday) to 31<sup>st</sup> December, 2024 (Tuesday) (both days inclusive) and will reopen on 01<sup>st</sup> January, 2025 (Wednesday).

Directors/ Adhyakshas of Bhavanas / Vibhagas and Heads / In-Charges of the Academic Departments /Centres are requested to make necessary arrangements for deploying /detaining **one academic staff for each Department / Centre** during Winter Vacation, 2024, if required.

Faculty members, who need to be detained during vacation period under order of the Vice – Chancellor, are eligible for Compensatory Leave to the extent of 1/3<sup>rd</sup> of the period of detention.

The Directors / Adhyakshas of Bhavanas / Vibhagas and the heads / In-Charges of the academic Department / Centres are requested to send Bhavana wise single comprehensive proposal through proper channel with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach to the office of the Deputy Registrar (Establishment) within 16.12.2024 positively for taking prior approval of the Vice-Chancellor.

**Ex post facto approval and individual department wise proposal may not be entertained.**

Memo.No.EST/E-II/G.20

Date : 02/12/2024

  
Registrar (Acting)  
Visva-Bharati

Copy forwarded for information and necessary action to:-

1. Directors / Adhyakshas of all Bhavanas / Vibhagas
2. Heads / In-Charges of all the Academic Departments / Centres
3. Finance Officer
4. Internal Audit Officer
5. Joint Registrar (Accounts)
6. Deputy Registrar (Establishment)
7. C.S to VC
8. Librarian
9. Proctor
10. Dean of Students welfare
11. University Engineer
12. In- Charge, Security
13. Chief Medical Officer, P.M.Hospital
14. P.A. to Registrar
15. University Webmaster – to upload it on the University Website

**PROFORMA FOR DETENTION OF FACULTY MEMBERS DURING WINTER VACATION, 2024**

(To be submitted through proper channel)

Sl. No.	Name (in full) of the faculty member with Department, Designation, Employee I.D. Number & Mobile Number	Brief description of the work required to be performed during vacation	Period of detention (From date to date)	Detailed justification for such detention

Signature with Seal  
Principal of the Bhavana / Vibhaga  
Mobile Number:

Signature with Seal  
Head / In-charge of the Department/Centre  
Mobile Number

