

বিশ্বভারতী  
विश्वभारती  
VISVA-BHARATI



**NOTIFICATION**

This is for information of all concerned that the University is going to introduce leave module through Samarth Portal for all employees of the University on and from 30<sup>th</sup> May, 2025.

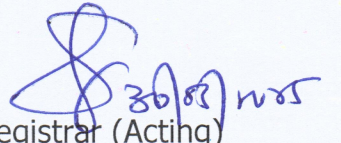
Now, employee can view the leave records by login his/her individual Samarth Account. The leave records presently displayed against an individual are provisional. The employees are requested to go through entire leave records availed by them from the date of joining. If leave availed by an employee is not displayed, he/she may contact to the Establishment Section (Leave Section).

In case discrepancy is found in leave records, it may be communicated through e-mail (samarth.leave@visva-bharati.ac.in) as well as submission of hard copy with supporting documents to the Establishment Section within 31<sup>st</sup> July, 2025 for making necessary correction/modification, if any, by the Establishment-II Section (Leave Section).

In case of any technical glitch, the Nodal Officer, Samarth Portal, Visva-Bharati may be contacted through email [vbsamarth.help@visva-bharati.ac.in](mailto:vbsamarth.help@visva-bharati.ac.in).

Cooperation from all concerned is solicited.

Memo No. Est/E-II/58  
Date: 30.05.2025

  
Registrar (Acting)  
Visva-Bharati

Copy to:

- 1) Directors/Adhyakshas of all Bhavanas/Vibhagas
- 2) Heads of Academic & Administrative Departments/Centres/Offices/Section etc
- 3) Finance Officer
- 4) Nodal Officer, SAMARTH Portal
- 5) Joint Registrar & C. S. to Vice-Chancellor
- 6) P. A. to Registrar
- 7) In-charge, Computer Centre – to upload it in the University Website.

कुलसचिव (कार्यवाहक)  
विश्वभारती  
Registrar (Acting)  
Visva-Bharati