

**VISVA-BHARATI
SANTINIKETAN**



NOTIFICATION


It is brought to the notice of all the employees (both Academic & Non Academic) that all kinds of leave (except "Casual") need prior administrative sanction. As per rule, Leave cannot be claimed as a matter of right. For availing any kind of leave, obtaining prior permission of the competent authority is compulsory.

Hence, all concerned are hereby requested to send leave applications in advance with specific recommendation for getting prior approval of the competent authority.

The employees applying for leave are also advised to mention their phone number and employee ID number in the leave application.

Co operation in this regard is solicited from all concerned

Memo.No.G/L.7
Date : 05/12/2024


Registrar (Acting)
Visva Bharati

C.C.to :

1. Directors/Principals of all Bhavanas/ Vibhagas
2. Heads of all Administration and Academic Depts /Sections/ Offices
3. Finance Officer
4. Internal Audit Officer
5. C.S to Vice Chancellor
6. Joint Registrar(Accounts)
7. Deputy Registrar (Establishment)
8. P.A to Registrar
9. In Charge, Computer Centre for uploading it, in the university website.
10. In Charge, Hindi Cell - To translate into Hindi and then to upload in the University website