

VISVA-BHARATI
SANTINIKETAN



NOTIFICATION

AUTUMN VACATION/PUJA HOLIDAYS/SARADABAKASHA, 2024

Patha Bhavana and Siksha Satra (both the school sections) will remain closed for Saradabakasha, 2024 from 09th October, 2024 (Wednesday) to 05th November, 2024 (Tuesday) (both days inclusive) and will reopen on 06th November, 2024 (Wednesday).

The Academic Departments of the University will remain closed for Puja Holidays/Autumn Vacation, 2024 from 09th October, 2024 (Wednesday) to 08th November, 2024 (Friday) and will reopen on 11th November, 2024 (Monday) (9th & 10th November, 2024 are weekly holidays).

University in all its Bhavanas, Deaprtments, Centres, Offices, Sections etc will remain completely closed for Puja Holidays from 09th October, 2024 (Wednesday) to 18th October, 2024 (Friday).

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

Faculty members who will be detained during Autumn Vacation , 2024 with approval of the Vice - Chancellor will be eligible for Earned Leave to the extent of 1/3rd of the period of detention.

Directors / Adhyakshas of Bhavanas / Vibhagas are requested to send Bhavana wise single proposal with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach the Establishment Section within 25/09/2024 positively for taking prior approval of the Honourable Vice-Chancellor.

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

Memo.No.EST/E-II/G.
Date : 11/09/2024

13

8/13/9/2024
Registrar (Acting)
Visva-Bharati

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

Copy forwarded for information and necessary action to:-

1. Directors / Adhyakshas of all Bhavanas / Vibhagas
2. All Heads / In-Charges of 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 AUTUMN
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: