

**VISVA-BHARATI
SANTINIKETAN**



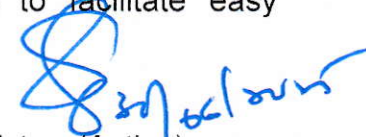
NOTIFICATION

A good number of applications for visiting abroad, refresher / orientation course, leave applications, etc are received from the employees of the University through proper channel without any specific recommendation of the Head / Principal/ Controlling Officer which is very much required for placing the applications before the competent authority for approval.

All Heads / Principals/ Controlling Officers are hereby requested to forward the applications with their specific recommendation.

All employees are requested to mention their phone numbers, employee ID numbers and e-mail IDs in their applications, so as to facilitate easy communication.

Memo.No.G/L.7
Date : 26/06/2025


Registrar (Acting)
Visva Bharati

C.C.to :

- 1) Directors/Principals of all Bhavanas/ Vibhagas
- 2) Heads of all Academic and administrative 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) Nodal Officer, Samarth Portal, V.B.