



विश्वभारती

**VISVA-BHARATI
ESTABLISHMENT SECTION**

NOTICE

All teaching and non-teaching employees of the University are requested to visit the Establishment Section to see the entries made in their Service Book and put their initial as a token of acknowledgement within the working days between 3.00 P.M to 5.30 P.M as mentioned against each Institute/Non-academic Department specified below.

They are also requested to bring with them a self attested passport size photograph of their own, if not submitted before, to paste the same on their Service Book.

Sl. No.	Name of the Institute/ Non-academic Department	Date of visit	
		Non-Academic	Academic
1.	Patha-Bhavana	20/06/2024 to 21/06/2024	22/07/2024 to 24/07/2024
2.	Siksha-Satra	20/06/2024 to 21/06/2024	22/07/2024 to 24/07/2024
3.	Sangeet-Bhavana	24/06/2024	25/07/2024 to 26/07/2024
4.	Kala-Bhavana	25/06/2024	29/07/2024 to 30/07/2024
5.	Bhasha-Bhavana	26/06/2024 to 27/06/2024	31/07/2024 to 01/08/2024
6.	Vidya-Bhavana	28/06/2024 to 01/07/2024	02/08/2024 to 05/08/2024
7.	Siksha-Bhavana	02/07/2024 to 03/07/2024	06/08/2024 to 07/08/2024
8.	Palli-Siksha Bhavana	04/07/2024 to 05/07/2024	08/08/2024 to 09/08/2024
9.	Palli Samgathana Vibhaga	04/07/2024 to 05/07/2024	12/08/2024 to 13/08/2024
10.	Vinaya-Bhavana	08/07/2024	14/08/2024 to 16/08/2024
11.	Rabindra-Bhavana	09/07/2024	----
12.	Granthana Vibhaga	10/07/2024 to 11/07/2024	----
13.	Central Office	12/07/2024 to 15/07/2024	----
14.	Other Offices including Central Library	16/07/2024 to 19/07/2024	-----

No. Estab./File Section/2024-25

Dated : 18/06/2024

Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action to :-

1. All Directors/All Principals of Bhavanas/ Sadanas/Vibhagas, Visva-Bharati.
2. Heads of all academic and administrative Departments/Offices/ Sections/Centres, Visva-Bharati.
3. C.S to Upacharya, Visva-Bharati.
4. P.A to Registrar, Visva-Bharati
5. University Webmaster – to upload it on the University Website.
6. Guard File.