



VISVA-BHARATI
SANTINIKETAN

IMPORTANT REQUEST

NOTIFICATION

Directors/ Adhyakshas of Bhavanas/ Vibhagas/ Sadana/ Heads of all the Academic and Administrative Departments, Centres, Offices are requested to send the leave application of each employee (except leave application for Casual Leave/ Special Casual Leave/ Compensation Leave/ Duty Leave) to the Leave Section (Establishment –II) at the earliest in order to make entry in the service records.

However, those Heads of Offices who have not been delegated the power to sanction leave, are requested to forward the leave applications together with recommendation directly to the leave section as is in practice for sanctioning and recording the same by the leave section.

Cooperation in this regard is solicited from all concerned.

Ref. No. EST/E-II/12
Date: 03/07 /2017

Registrar (Acting)
Visva-Bharati

Copy for information and taking necessary action to :

- 1) The Directors/Adhyakshas of all Bhavanas/Vibhagas/Sadana,
- 2) The Heads of all Academic and Administrative/Non-academic Departments/ Centres/ Offices/ Sections
- 3) C.S. to the Upacharya,
- ✓ 4) In charge, Computer Centre for uploading it, in the university website.
- 5) P.A. to Registrar