

VISVA-BHARATI
SANTINIKETAN

Ref.No. V.B./EST-II/33

Date:23/06/2015

The Deputy Registrar(Accounts)
Visva-Bharati

Sub: Approval towards encashment of 10 days earned leave for LTC journey

With reference to the above, the undersigned is directed to convey that the competent authority has been pleased to approve towards encashment of 10 days earned leave as admissible for availing LTC journey in favour of the following employee(s).

It may further be noted that 10 days leave encashment would be made to the employees who have submitted LTC final bills for adjustment.

It may be ensured that all LTC advances are to be adjusted within a maximum period of three (3) months from the date of completion of journey.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Period of journey	Place
1.	Sri Anil Baran Mandal, Asstt. Lecturer, Patha-Bhavana, V.B.	1996035	09/04/2015-15/04/2015	Guwahati-Shillong
2.	Sri Apurba Kumar Pal, Sr.Machineman, Santiniketan Press, V.B.	1973012	01/05/2015-04/05/2015	Kolkata
3.	Sri Dilip Kumar Chatterjee, Sr. Asstt(E-1), V.B.	1985027	07/05/2015-08/05/2015	Bahiri(H.T.)
4.	Sri Sudip Mukherjee, Sr. Compositor, Santiniketan Press, V.B.	1988122	28/03/2015-07/04/2015	North India
5.	Sri Swapan Kumar Hazra, Office Asstt., Garden Section, V.B.	1992005	18/03/2015-27/03/2015	Bangalore

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(5)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
- ✓ 5. University Webmaster- Kindly upload the office order in the University website

Joint Registrar
(Establishment)

23.6.15
23/6/15