

गणित्र सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 524
तिथि/Date 04/09/17



VISVA-BHARATI
SANTINIKETAN

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

Date:29/08/2017

The Joint Registrar(Accounts)
Visva-Bharati

Sub: Approval towards encashment of 10 days earned leave prior to commencement of LTC journey

Ref.V.B./EST-II/22 dt.26/09/2013

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 before proceeding on LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned employees prior to disbursement of the amount in terms of the above noted Reference No. issued in favour of Deputy Registrar (Accounts) earlier.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Smt. Arpita Dutta (Das), Assistant Professor, RMDD, Sangit-Bhavana, V.B.	2012008	Dehradun	28/09/2017-10/10/2017
2.	Sri Goutam Mandal, Deptt. of HPHT, P.S.B., V.B.	2013045	Kanyakumari	03/10/2017-12/10/2017
3.	Smt. Lachmi Gupta, Research Asstt., Rabindra-Bhavana, V.B.	2005015	Delhi-Agra	01/09/2017-12/09/2017
4.	Sri Nihar Ranjan Chakraborty, Asstt. Professor, P.S.B., V.B.	2011041	Kanyakumari	03/10/2017-12/10/2017
5.	Smt. Purba Banerjee, Museum Guide, Rabindra-Bhavana, V.B.	2009059	Delhi	02/10/2017-10/10/2017
6.	Sri Samindra Bhowmick, Proof Reader, Rabindra-Bhavana, V.B.	1990080	Delhi	02/10/2017-10/10/2017
7.	Sri Sarat Kumar Paridha, Sr. Asstt., Registrar's Office, V.B.	1990022	Delhi	26/09/2017-05/10/2017
8.	Sri Sujay Lahiri, Office Asstt., Examination Section, V.B.	1999013	Delhi	01/09/2017-12/09/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(8)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

25-8-17 29/08/17
[Signature]