



**VISVA-BHARATI
SANTINIKETAN**

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

Date:16/11/2015

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.

It may further be noted that 10 days leave encashment would be made to the employee 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.	Place	Period of journey
1.	Sri Digvijay Singh Dhakre, Asstt. Professor, EES, P.S.B.	2012011	Srinagar	03/10/2015-07/10/2015
2.	Sri Milan Modak, Jr. Office Asstt., Cheena-Bhavana, V.B.	2000018	Puri	04/10/2015-08/10/2015

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(2)
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)

PA
16.11.15
16/11/15



VISVA-BHARATI
SANTINIKETAN

Date: 16/11/2015

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

The Deputy 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.	Dr. Arnab Ghosh, Asstt. Professor, Deptt. of Anthropology, Vidya-Bhavana, V.B.	2004030	Kochi	20/10/2015-28/10/2015
2.	Prof. Ashoke Sarkar, Social Work, P.S.V., V.B.	2009024	J&K	17/10/2015-12/11/2015
3.	Sri Bholanath Mondal, Asstt. Professor, Deptt. of Plant Protection, P.S.B., V.B.	2009048	Andaman	12/11/2015-19/11/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

PA
16.11.15 16/11/15

Copy to:-

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