



VISVA-BHARATI
SANTINIKETAN

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

Date:23/04/2016

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 LTC journey for leave encashment
1.	Sri Naveen Kishor Pandit, Audio Visual Operator, Sangit-Bhavana, V.B.	1986045	Chennai	10/04/2016-15/04/2016
2.	Sri Prasanta Roy, Sr. Office Asstt., Deptt. Of Mathematics, Siksha-Bhavana, V.B.	2000050	Bangalore	11/03/2016-22/03/2016
3.	Sri Subhasis Roy, Associate Professor, Deptt. Of Mathematics, Siksha-Bhavana, V.B.	2006016	Andaman	15/03/2016-20/03/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

23.4.16 23/4/16

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