



VISVA-BHARATI
SANTINIKETAN

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

Date:29/03/2016

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.	Prof. Asmita Sengupta, Deptt of Physics, Siksha-Bhavana, V.B.	1993047	Mumbai	24/02/2016-01/03/2016
2.	Ri Atanu Kumar Sinha, Professional Asstt., P.S.V. Library, V.B.	2000008	Andaman	02/03/2016-10/03/2016
3.	Sri Deb Kumar Das, Asstt. Professor, Silpa-Sadana, P.S.V., V.B.	2007014	Andaman	09/02/2016-16/02/2016
4.	Sri Jayanta Kumar Chakraborty, P.A.Level-'B', P.S.V., V.B.	1988102	Andaman	23/03/2016-03/03/2016
5.	Prof. Kaberi Kar, Sangit-Bhavana, V.B.	1997064	Kolkata	22/03/2016-26/03/2016
6.	Smt. Remya V.P., Asstt. Professor, AIHC&A, Vidya-Bhavana, V.B.	2011035	Kochi-Kerala	17/09/2014-27/10/2014

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Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
7.	Smt. Remya V.P., Asstt. Professor, AIHC&A, Vidya-Bhavana, V.B.	2011035	Tiruvananthapuram	16/10/2015-13/11/2015
8.	Sri Sanjoy Kumar Roy, Sr. Asstt., Examination Section, V.B.	1984032	Indore	22/02/2016-02/03/2016
9.	Prof. Sudhendu Mandal, Deptt. Of Botany, Siksha-Bhavana, V.B.	1984017	Bangalore-Ooty	03/07/2015-13/07/2015
10.	Sri Surendra Rout, Hostel Attendent, Kala-Bhavana, V.B.	1983014	Mulising-Soro	17/02/2016-26/02/2016
11	Sri Sushobhan Adhikary, Curator, Kala-Bhavana, V.B.	1983015	Vizag	20/10/2015-29/10/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

PA
25-3-16
29/03/16

Copy to:-

1. Person concerned(11)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell

✓ 5. University Webmaster- Kindly upload the office order in the University website