



VISVA-BHARATI
SANTINIKETAN

गोपत्र सदन / Computer Centre
विश्वभारती / Visva-Bharati
सं.सं./Docket No.95...
तिथि/Date29-4-18.....

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

Date:24/04/2018

The Joint 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.	Professor Kashinath Bhattacharya, Department of Botany, Siksha-Bhavana, V.B.	1988001	Kaziranga, Assam	28/03/2018 to 01/04/2018
2.	Sri Priya Brata Dutta, Assistant Professor, Department of Economics & Politics, Vidya-Bhavana, V.B.	2014036	Pune	28/03/2018 to 05/04/2018
3.	Professor Saumen Kumar Maitra, Department of Zoology, Siksha-Bhavana, V.B.	2001012	Dehradun	28/03/2018 to 02/04/2018
4.	Sri Dilip Kumar Chatterjee, Section Officer, Establishment -I, Registrar Office, V.B.	1985027	Bahiri	26/03/2018 to 27/03/2018
5.	Professor Tarak Sen Gupta, Department of Rabindra music & Dance, Sangit- Bhavana, V.B.	1996033	Bangalore	25/12/2017 to 04/01/2018
6.	Sri Bikash Mukherjee (II), Associate Professor, Department of A.I.H.C. & A, V.B.	1990048	Hyderabad	03/03/2018 to 10/03/2018

Necessary steps may please be taken accordingly.


Assistant Registrar
(Establishment)

Copy to:-

1. Person concerned (6)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell / 5. University Webmaster- Kindly upload it in the University website.