



VISVA-BHARATI
SANTINIKETAN

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

Date: 16/10/2015

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.	Sri Atul Prakash Trivedi, Finance Officer, V.B.	2013007	Bhopal	08/11/2015-15/11/2015
2.	Sri Bhaswar nandy, Jr. Programme Officer, REC, P.S.V., V.B.	2004050	Haridwar	28/10/2015-06/11/2015
3.	Sri Bikash Majhi, Programme Officer, REC, P.s.V., V.b.	2004051	J&K	28/10/2015-08/11/2015
4.	Smt. Gita A. Keeni, Associate Professor, Deptt. of Japanese, Bhasha-Bhavana, V.B.	1989038	Mumbai	18/10/2015-29/10/2015
5.	Sri Jayanta Kumar Bhattacharya, Adhyaksha, Siksha-Satra, V.B.	2006001	Rajasthan	17/10/2015-26/10/2015
6.	Prof. Nirmalendu Das, Deptt. of Graphic Art, Kala-Bhavana	1984050	Goa	14/10/2015-27/10/2015
7.	Prof. Partha Sarathi Munsii, Principal, P.S.B., V.B.	1982031	Bangalore	15/10/2015-28/10/2015
8.	Smt. Purba banerjee, Museum Guide, Kala-Bhavana, V.B.	2009059	Andaman	04/11/2015-11/11/2015
9.	Sri Swapan Hazra, Associate Professor, Deptt. Social Work, P.S.V., V.B.	1989061	J&K	28/10/2015-08/11/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

1. Person concerned(9)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload the office order in the University website