



VISVA-BHARATI  
SANTINIKETAN

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

Date:18/03/2018

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.	Smt. Kakali Hazra, Staff Nurse, P.M. Hospital, V.B.	1997063	Kolkata	26/12/2017 to 31/12/2017
2.	Sri Mukti Pada Singha, Sr. Assistant P.S.B., V.B.	1990007	New Delhi	07/02/2018 to 14/02/2018
3.	Sri Purnajyoti Das, APRO, W&W, V.B.	1986052	Kolkata	13/02/2018 to 15/02/2018
4.	Smt. Susanna Susma Murmu, Staff Nurse, P.M. Hospital, V.B.	2004006	Ranchi	27/12/2017 to 29/12/2017
5.	Sri Bedan Ghorui, Mali, Garden Section, V.B.	2000034	Andaman	06/02/2018 to 14/02/2018
6.	Sri Karunamoy Majumder, Assistant Lecturer, Patha-Bhavana, V.B.	2011006	Andaman	06/02/2018 to 14/02/2018
7.	Professor Manas Roy, Department of Anthropology, V.B.	1998049	Jaipur, Rajasthan	24/01/2018 to 04/02/2018
8.	Rafiqul Islam, Associate Professor, Department of REC, V.B.	1985061	Bangalore	19/01/2018 to 01/02/2018
9.	Sri Vivekananda Pal, Office Assistant Accounts Office, V.B.	1986098	Goa, Mumbai	18/01/2018 to 27/01/2018

Necessary steps may please be taken accordingly.

23/3/18  
Assistant Registrar  
(Establishment)

Copy to:-

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