



VISV-BHARATI
SANTINIKETAN

Ref.No. V.B./Est-II/ 21/

Date: 14/12/2015

The Deputy Registrar
(Accounts)
Visva-Bharati

Sub.: Approval of LTC adjustment / claim
Ref.: Submission of LTC bill

The undersigned is directed to convey that competent authority has been pleased to sanction LTC final bill in favour of the following employee(s) of the University subject to the following condition :-

Claim/Adjustment would be settled within 10 days from the date of issuing this Office Order by the Official; otherwise, claim due from the employee would be adjusted against the monthly salary of the next month by the Accounts Office.

Sl.No.	Name of the employee, Department and ID No.	Place of visit	Duration	Block	Advance amount	LTC bill sanctioned
01.	Syed Abu Suffian, Section Officer, Examination Section, V.B.	Andaman	26/10/2015-02/11/2015	2014-2015	38,000/-	47,578/-

Encl.: Relevant Papers.

Joint Registrar
Establishment

14.12.15

14/12/15

Copy to :-

- 1) Person Concerned
- 2) University Webmaster : with a request to upload in the University Website
- 3) Personal file