



VISVA-BHARATI  
SANTINIKETAN

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

Date: 02/03/2017

The Accounts Officer  
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.	Sri Arindam Chakraborty, Assistant Professor, Deptt. of Statistics, Siksha-Bhavana, V.B.	2004041	Delhi-Haridwar	10/10/2016-19/10/2016
2.	Sri Asish Dutta Majumder, Section Officer, Finance Office, V.B.	1991005	Andaman	12/01/2017-19/01/2017
3.	Professor Manju Rani Singh, Deptt. of Hindi, Bhasha-Bhavana, V.B.	1990032	Jaipur	10/12/2016-19/12/2016
4.	Sri Priya Brata Dutta, Assistant Professor, Deptt. of Economics & Politics, Vidya-Bhavana, V.B.	2014036	Andaman	25/01/2017-31/01/2017
5.	Sri Subir Roy, Jr. Engineer, Engineering Deptt., V.B.	2000088	Kanyakumari	08/12/2016-20/12/2016
6.	Sri Surendra Rout, Hostel Attendent, Kala-Bhavana, V.B.	1983014	Mulising, Soro (H.T.)	25/01/2017-02/02/2017

Necessary steps may please be taken accordingly.

Joint 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

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