

**VISVA-BHARATI  
SANTINIKETAN**

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

Date: 11/05/2015

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.	Period of journey	Place
1.	Sri Animesh Ch. Chandra, Asstt. Professor, Sangit-Bhavana, V.B.	1989017	25/05/2015-03/06/2015	J&K
2.	Sri Chanchal Nandi, Accompanist, Sangit-Bhavana, V.B.	2014004	25/05/2015-03/06/2015	J&K
3.	Sri Kishore Mondal, Office Asstt., Sangit-Bhavana, V.B.	1993016	08/05/2015-21/05/2015	Shimla-Dehradun etc.
4.	Sri Shaktiprasad Chakraborty, Accompanist, Sangit-Bhavana, V.B.	2014003	25/05/2015-03/06/2015	J&K

Necessary steps may please be taken accordingly.

  
Joint Registrar  
(Establishment)

Copy to:-

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