



VISVA-BHARATI
SANTINIKETAN

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

Date:19/08/2016

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 Anagha Chakraborty, Asstt. Professor, Deptt. of Physics, Siksha-Bhavana, V.B.	2014010	Gauripur, Assam	15/07/2016-21/07/2016
2.	Sri Debashish Mahalanabish. Associate Professor, Deptt. of Design, Kala-Bhavana, V.B.	1997073	Tripura	01/06/2016-12/06/2016
3.	Sri Goutam Kumar Ghoshal, Asstt. Engineer(Electrical), V.B.	1992028	J&K	19/07/2016-25/07/2016
4.	Sri Kanai Chatterjee, Peon, Siksha-Bhavana, V.B.	2001017	Puri	01/06/2016-06/06/2016
5.	Smt Lakshmi Mahapatra, Mali, E-II, V.B.	1993025	Kendrapara, Orissa	12/07/2016-20/07/2016
6.	Prof. Manas Roy, Deptt. of Anthropology, Vidya-Bhavana, V.B.	1998049	Kashmir	02/06/2016-09/06/2016
7.	Prof. Manju Mohan Mukherjee, Social Work, P.S.V., V.B.	1985058	Jammu, Chandigarh	18/07/2016-25/07/2016
8.	Smt Nilima Chandra, Staff Nurse, P.M.H., V.B.	2004007	J&K	29/05/2016-06/06/2016
9.	Sri Prasad Sarkar, Pump Operator, Engg. Deptt., V.B.	1984014	Bangalore	28/06/2016-08/07/2016
10.	Smt. Rubi Soren, Sr. Asstt, SC/ST Cell, V.B.	1993036	Arunachal Pradesh	01/06/2016-18/06/2016

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(10)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

PA
12.8.15 15/8/16