



VISVA-BHARATI
SANTINIKETAN

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

Date:25/07/2016

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.	Smt Anima Roy Chowdhury, Staff Nurse, P.M.H., V.B.	2002081	J&K	22/05/2016-01/06/2016
2.	Sri Anup Kumar Das, Superintendent, P.S.B., V.B.	1991056	Dooars	27/10/2015-04/11/2015
3.	Sri Arjun Kumar, Asstt. Professor, Hindi Bhavana, V.B.	2009018	Gangtok	03/06/2016-10/06/2016
4.	Sri Birendra Kumar, Hindi Typist, Rajbhasha Cell, V.B.	2012039	Gangtok	04/06/2016-09/06/2016
5.	Sri Dilip Kumar Ghosh, Sr. Pharmacist, P.M.H., V.B.	1981062	Ahmedabad	01/04/2016-10/04/2016
6.	Prof. Prasanta Chatterjee, Deptt. of Mathematics, Siksha-Bhavana, V.B.	1999041	Silchar, Assam	01/07/2016-08/07/2016
7.	Sri Pratap Kumar Padhy, Associate Professor, Environmental Science, Siksha-Bhavana, V.B.	1999038	Katra, Amritsar, Delhi	19/05/2016-27/05/2016
8.	Sri Raj Mallick, Asstt. Registrar(Admn), V.B.	2012040	Andaman	07/03/2016-15/03/2016

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Sl. No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
9.	Sri Rajendra Prasad Pal, Peon, Patha-Bhavana, V.B.	2001038	Puri	27/04/2016-04/05/2016
10.	Prof. Samit Roy, Deptt. of Botany, Siksha-Bhavana, V.B.	1986027	Kausani	01/06/2016-10/06/2016
11.	Sri Snehadri Sekhar Chakraborty, Engg. Deptt., V.B.	1988026	Leh, J&K	17/07/2016-26/07/2016
12.	Sri Uttam Kumar Das, Sr. Compositor, Santiniketan Press, V.B.	2008030	Kolkata	05/07/2016-12/07/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

1. Person concerned(12)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

6. Internal Audit officer - for necessary checking please.

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