

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

Date:01/05/2015

The Deputy Registrar(Accounts)  
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(s).

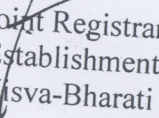
It may further be noted that 10 days leave encashment would be made to the employees who have submitted LTC final bills for adjustment.

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.	Period of journey	Place	Pay Roll
1.	Prof. K. Sunita Devi, Sangit-Bhavana, V.B.	1994017	05/03/2015-15/03/2015	Imphal	1
2.	Prof. Sudip Basu, Deptt. of Bengali, Bhasha-Bhavana, V.B.	1997013	19/03/2015-28/03/2015	Himachal Pradesh	1
3.	Sri Sushil Hazra, Helper, Accounts Office, V.B.	1989049	29/03/2015-04/04/2015	Puri	4

Necessary steps may please be taken accordingly.

  
Joint Registrar  
(Establishment)  
Visva-Bharati

Copy to:-

- Person concerned(3)
- Guard file
- Personal file
- Hindi Officer, Hindi Cell
- University Webmaster- Kindly upload the office order in the University website