

प्रभासी / IN-CHARGE
संयोजक केन्द्र / COMPUTER CENTRE
विश्वभारती / VISVA-BHARATI

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 1623
तिथि/Date 20-3-20



VISVA-BHARATI
SANTINIKETAN

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

Date: 18/03/2020

The Joint Registrar(Accounts)
Visva-Bharati

Sub: Administrative 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.	Prof. Dulal Pal, Department of Mathematics, Siksha-Bhavana, V.B.	1999043	Tiruvananthapuram (Kerala)	09/12/2019-15/12/2019
2.	Prof. Manas Maity, Department of Physics, Siksha-bhavana, V.B.	2002096	Aurangabad	26/12/2019-31/12/2019
3.	Prof. Uma Sankar Malik, Department of Geography, V.B.	1996028	New Delhi	14/12/2019-17/12/2019

Necessary steps may please be taken accordingly.

Registrar (Acting)
Visva-Bharati

Copy to:-

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