

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.	Late Prof. Ranabir Moitra, Deptt. of ASEPAN, P.S.B., V.B. <b>Payment may be made in favour of Smt. Aruna Moitra, w/o Late Prof. Ranabir Moitra on production of proper identification.</b>	1982032	11/10/2014- 15/10/2014	Allahabad(H.T.)	9
2.	Sufi Kamaluddin, Office Asstt., Estate Office, V.B.	1982054	26/02/2015- 03/03/2015	New Delhi	2
3.	Sri Sukumar Hazra(2), Helper, Attached at Vidya-Bhavana Boys' Hostel, V.B.	1981039	04/02/2015- 06/02/2015	Kolkata	4
4.	Sri Surendra Rout, Hostel Attendant, kala-Bhavana, V.B.	1983014	18/02/2015- 27/02/2015	Soro(H.T.)	4
5.	Sri Tapan Kundu, Office Asstt., Indira Gandhi Centre, V.B.	1988104	29/12/2014- 31/12/2014	Nahina(H.T.)	2

Necessary steps may please be taken accordingly.

Copy to:-

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

Joint Registrar  
(Establishment)  
Visva-Bharati

23.3.15 23/3/15