



VISVA-BHARATI
SANTINIKETAN

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

Date: 01/01/2019

The Joint 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 employees.

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.	Place	Period of LTC journey for leave encashment
1	Prof. Goutam Das, Principal, Kala-Bhavana, V.B.	1994021	Kolkata	15/12/2018 to 18/12/2018
1	Utpal Hazra, Assistant Registrar, (Meeting Section)	1994013	Nanoor	18/12/2018 to 19/12/2018

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to :-

1. Person concerned
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster : kindly upload it, in the university website.