



VISVA-BHARATI  
SANTINIKETAN

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

Date: 29/04/2016

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.

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. HIRAK CHATTERJEE, Deptt. of Plant Protection, P.S.B., V.B.	2002085	Kerala	14/02/2016-22/02/2016
2.	Sri- Sujoy KASTHA, Technical Asstt., Deptt. of Design, Kala-Bhavana, V.B.	1985042	Andaman	28/02/2016-07/03/2016
3.	Prof. T.S.VASUNI, Sangit-Bhavana, V.B.	1982016	Cherpalchery	19/10/2015-10/11/2015

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

29.4.16

25/4/16  
2016

Copy to:-

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