

Office of the Registrar (Chamber)
Visva-Bharati

Docket No. 890 Date 22/12

गणित्र सदन / Computer Centre
विश्वभारती / Visva-Bharati

सारांश सं./Docket No. 1563

तिथि/Date 22-2-19



VISVA-BHARATI
SANTINIKETAN

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

Date: 17/02/2019

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 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.	Sri Abhijit Pramanik, Professional Assistant, Siksha Satra, V.B.	2001005	Digha	30/12/2018-03/01/2019
2.	Sri Amindra Roy, Sr. Asstt., Proctor's Office, V.B.	1991001	Kanyakumari	15/11/2018-24/11/2018
3.	Sri Anandadulal Mitra, Section Officer, Finance Office, V.B.	1986068	Assam, Meghalaya	06/02/2019-14/02/2019
4.	Smt. Arpita Chatterjee(Ganguly), Professional Asstt., Rathindra Pathagar, V.B.	2000006	Kolkata	30/12/2018-03/01/2019
5.	Sri Chanchal Kumar Chatterjee, DEO cum JCO, Computer Centre, V.B.,	1987020	Raxaul	23/12/2018-01/01/2019
6.	Prof. Manas Maity, Deptt. of Physics, Siksha Bhavana, V.B.	2002096	Varanasi	26/12/2018-30/12/2018
7.	Sri Partha Chakraborty, Grihadhyaksha, Patha-Bhavana, V.B.	1987022	Madurai	25/12/2018-03/01/2019
8.	Sri Partha Sarathi Chatterjee, Asstt. Lecturer, Siksha Satra, V.B.	1988037	Kolkata	30/12/2018-03/01/2019
9.	Sri Prabir Kumar Ghosh, Former Technical Asstt., Deptt. of Botany, V.B.	1985022	Andaman	20/10/2018-27/10/2018

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Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
10.	Smt. Ranjini Ramchandran, Asst. Professor, H.C.M., Sangit-Bhavana, V.B.	2013046	Imphal, Manipur	15/10/2018-20/10/2018
11.	Sri Tapan Mukherjee, Section Officer, Deptt. of Physical Education, V.B.	2001108	Andaman	29/10/2018-07/11/2018

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(11)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell ✓
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

17-2-19

17/02/19

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