

VISVA-BHARATI  
SANTINIKETAN

Ref.No.EST/E-II/T.11.1(EL-LTC)

Date:24/02/2015

The Deputy Registrar  
(Accounts)  
Visva-Bharati

Sub: Approval towards 10 days earned leave encashment prior to commencement of LTC journey

Ref. No.: V.B./EST-II/22 dt.26/09/2013

With reference to above, the undersigned is directed to convey that competent authority has been pleased to sanction 10 days earned leave encashment before proceeding to LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned employees in terms of the above noted Reference No. issued in favour of Deputy Registrar (Accounts) prior to disbursement of the amount.

Details are given below:-

Sl.No.	I.D.No.	Name & Designation & Dept./Office	Commencement date of LTC journey	Sanctioned Amount in Rupees
1.	1984019	Prof. Chhanda Chatterjee, Deptt. of History, Vidya-Bhavana, V.B.	01/03/2015- 08/03/2015	49,459/-

Necessary steps may please be taken accordingly.

  
Joint Registrar  
(Establishment)

Copy to.

- Person Concerned (1)
- File-G
- Personal file
- Hindi Officer, Hindi Cell
- University Webmaster- Kindly upload the office order in the University website