



VISVA-BHARATI  
SANTINIKETAN

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

Date: 07/02/2017

The Accounts Officer  
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.	Sri Amit Roy, Associate Professor, Deptt. of Biotechnology, Siksha-Bhavana, V.B.	2002045	Kolkata	27/12/2016-30/12/2016
2.	Sri Amit Sengupta, University Engineer, V.B.	2002087	Andaman	07/12/2016-14/12/2016
3.	Smt. Arpita Sen, Associate Professor, Deptt. of History, Vidya-Bhavana, V.B.	1997077	Ahmedabad	21/12/2016-02/01/2017
4.	Sri Bablu Kumar Porel, Office Asstt., C.T.C., V.B.	2001091	Agartala	09/01/2017-12/01/2017
5.	Sri Chandranarayan Majhi, Sr. Asstt., DEOMEL, (Research & Other Publication), V.B.	1997043	Kolkata	29/12/2016-31/12/2016
6.	Sri Hillol Mukhopadhyay, Asstt. Registrar (Establishment), R.O., V.B.	1998035	Puri	07/12/2016-11/12/2016
7.	Sri Mohan Kumaran P., Asstt. Professor, Sangit-Bhavana, V.B.	1997045	Palakkad, Kerala	08/08/2016-17/08/2016
8.	Sri Raj Kumar Singh, Driver, C.T.C., V.B.	1986016	Agartala	09/01/2017-12/01/2017

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Sl. No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
9.	Sri Sachindra Biswas, Jr. Engineer, Estate Office, V.B.	2002011	Sundarban	25/12/2016-03/01/2017
10.	Prof. Santanu Ray, Deptt. of Zoology, Siksha-Bhavana, V.B.	2001059	Kolkata	29/12/2016-30/12/2016
11	Sri Shib Sankar Badyakar, Peon, Vidya-Bhavana, V.B.	1988060	Kolkata	14/01/2017-16/01/2017
12.	Prof. Sudhendu Mandal, Deptt. of Botany, Siksha-Bhavana, V.B.	1984017	Leh-Ladakh	02/09/2016-12/09/2016
13.	Sri Sujit Kumar Ghosh, Radiographer, P.M.H., V.B.	1990030	Chopa	16/12/2016-21/12/2016
14.	Sri Tapas Kumar Chowdhury, P.A.(Level-B), Siksha-Satra, V.B.	1988117	Kanyakumari	30/12/2016-06/01/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(14)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
- ✓ 5. University Webmaster- Kindly upload it in the University website

Joint Registrar  
(Establishment)

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7-2-17

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