

गणित्र सदर / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 920
तिथि/Date 12/01/18



VISVA-BHARATI
SANTINIKETAN

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

Date: 09/01/2018

The Joint Registrar(Accounts)
Visva-Bharati

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

Ref.V.B./EST-II/22 dt.26/09/2013

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 before proceeding on LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned employees prior to disbursement of the amount in terms of the above noted Reference No. issued in favour of Deputy Registrar (Accounts) earlier.

Details are given below:-

| Sl.No. | Name, Designation & Department | ID No. | Place | Period of LTC journey for leave encashment |
|--------|---|---------|----------------------|--|
| 1. | Sri Anirban Sircar, Asstt. Registrar, V.C. Office (R/O), V.B. | 2014031 | Kharagpur | 28/12/2017-30/12/2017 |
| 2. | Smt. Jyotsna Hazra, Sevika, P.M.H., V.B. | 2001058 | Kolkata | 16/12/2017-17/12/2017 |
| 3. | Sri Kamalesh Roy, Accompanist, Sangit-Bhavana, V.B. | 2014002 | Andaman | 03/01/2018-10/01/2018 |
| 4. | Sri Partha Sarathi Chakraborty, Technical Asstt., R.E.C., V.B. | 1985071 | Andaman | 11/01/2018-17/01/2018 |
| 5. | Sri S.Balachandran, Asstt., Professor, Deptt. Environment Studies, Siksha-Bhavana, V.B. | 2004042 | Shimla, Kulu, Manali | 23/12/2017-01/01/2018 |
| 6. | Sri Samit Dasgupta, AV Operator, Deptt. of Social Work, V.B. | 2004040 | Bhubaneswar, Puri | 25/12/2017-30/12/2017 |
| 7. | Sri Sukumar Majhi, Peon, Central Library, V.B. | 1987013 | Kolkata | 19/12/2017-20/12/2017 |

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

9/1/18
5.1.18
09/01/18
9/1/18