



VISVA-BHARATI
SANTINIKETAN

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

Date: 29/12/2016

The Accounts Officer
Visva-Bharati

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

Ref. : No. V.B/EST-II/22 dt. 26/09/13

With reference to above, the undersigned is directed to convey that competent authority has been pleased to approve towards encashment of 10 days earned leave as admissible before proceeding to LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned staff prior disbursement of the amount in terms of the above noted Reference No. issued in favour of you earlier.

Details are given below:-

Sl.No	Name, Designation & Department	ID No.	Period of journey	Place
1	Sri Saugata Chattopadhyay, Joint Registrar, Establishment	2009001	06/01/2017 to 10/01/2017	Kolkata
2	Sri Ashok Kumar Mahato, Joint Registrar, Estate /Legal	2005034	30/12/2016 to 04/01/2017	Kaziranga/Shillong

Necessary steps may please taken accordingly

Assistant Registrar
(Establishment)

Copy forwarded for information and necessary action to :-

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

29.12.2016
PA
25.12.15