



VISVA-BHARATI
SANTINIKETAN

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

Date:01/03/2016

The Deputy Registrar(Accounts)
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 Amitabha Mukherjee, Asstt. Lecturer, Patha-Bhavana, V.B.	2000059	Pune	24/10/2015-31/10/2015
2.	Sri Bratin Roy, Section Officer, Public Relation Office, V.B.	2000091	Havlock	01/01/2016-07/01/2016
3.	Sri Chhatrapati Murmu, Asstt. Lecturer, Patha-Bhavana, V.B.	2005024	Puri	28/11/2015-04/12/2015
4.	Sri Sukumar Halder, Sr. Asstt., Public Relation Office, V.B.	1988147	Kolkata	29/12/2015-31/12/2015
5.	Smt Sumana Majumder, Metron, Vinaya Bhavana Hostel, V.B.	1989044	Kolkata	02/02/2016-03/02/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

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