VISVA-BHARATI
SANTINIKETAN

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

Date:24/08/2015

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(s).

It may further be noted that 10 days leave encashment would be made to the employees 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 journey
1.	Prof. Mukteshwar Nath Tiwari, Deptt. of Hindi, Bhasha-Bhavana, V.B.	1996031	Chennai	07/07/2015-16/07/2015
2.	Sri Samarendra Mitra, Sr. Asstt., Engineering Department, V.B.	1987004	Malda	06/08/2015-10/08/2015
3.	Prof. Md. Sirajul Islam, Deptt. of Philosophy and Religion, Vidya-Bhavana, V.B.	1996019	Pondichery	17/05/2015-01/06/2015
4.	Smt. Suchhanda Mondal, Asstt. Professor, Deptt. of ASEPAN, P.S.B., V.B.	2004017	Bangalore	17/05/2015-26/05/2015
5.	Prof. Swapan Mondal, Deptt. of Physics, Siksha-Bhavana, V.B.	1993043	Mount Abu	25/05/2015-03/06/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

24.8.15 24/8/15

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