



VISVA-BHARATI
SANTINIKETAN

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

Date: 16/02/2019

The Joint Registrar(Accounts)
Visva-Bharati

Sub: Administrative 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. | Smt Amrita Mukherjee, P.A.(Level-C), Granthana Vibhaga, V.B. | 2014032 | Mejia, Durgapur | 04/11/2018-07/11/2018 |
| 2. | Sri Anil Baran Mandal, Assistant Lecturer, Patha-Bhavana, V.B. | 1996035 | Goa, Mumbai | 30/10/2018-08/11/2018 |
| 3. | Sri Angshuman Banerjee, Professional Asstt., Siksha Bhavana Library, V.B. | 2006012 | Shillong, Guwahati | 17/10/2018-28/10/2018 |
| 4. | Sri Balaram Kisku, Laboratory Assistant, P.S.B., V.B. | 1999022 | Sham, Bikaner | 26/10/2018-08/11/2018 |
| 5. | Sri Barendra Nath Pradhan, Sevak, V.C. Office, V.B. | 2000020 | Bibhishan pur, Midnapur | 18/10/2018-27/10/2018 |
| 6. | Smt. Chandana Sarkar, Nursing Officer, P.M.H., V.B. | 1990006 | Haridwar | 20/10/2018-28/10/2018 |
| 7. | Sri Deblal Roy, Office Assistant, Engineering Department, V.B. | 1999001 | Haridwar, Agra | 26/10/2018-02/11/2018 |
| 8. | Sri Deb Kumar Kar, Field Organisor, Deptt. of Social Work, P.S.V., V.B. | 1997006 | Andaman | 19/10/2018-26/10/2018 |
| 9. | Sri Dharam Bagdi, Sevak, W & W, V.B. | 1985025 | Kolkata | 18/10/2018 |
| 10. | Sri Gangadhar Adhikary, Driver, C.T.C., V.B. | 1984047 | Delhi | 21/10/2018-29/10/2018 |
| 11. | Sri Goutan Chitrakar, Museum Artist, Rabindra-Bhavana, V.B. | 1998002 | Jaisalmir, Rajasthan | 25/10/2018-06/11/2018 |

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