



VISVA-BHARATI
SANTINIKETAN

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

Date: 15/09/2017

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 Ashis Mitra, Assistant Professor, Silpa-Sadana, V.B.	2001065	Andaman	15/10/2017-22/10/2017
2.	Sri Asheesh Srivastava, Associate Professor, Vinaya-Bhavana, V.B.	2010005	Raeberili(H.T.)	25/09/2017-05/10/2017
3.	Sri Dibyendu Mondal, Asstt.Lecturer, Siksha-Satra, V.B.	2003002	Delhi, Agra	09/10/2017-14/10/2017
4.	Sri Prabir Kumar Choudhuri, Assitant Professor, Silpa-Sadana, V.B.	2001010	Andaman	15/10/2017-22/10/2017
5.	Smt. Shyamali Ghosh, Section Officer, G.V.(Registrar's Office), V.B.	1988155	Nainital, Kaushani	03/10/2017-14/10/2017
6.	Smt. Shyamali Sengupta (Majumder), Assistant Professor, Silpa-Sadana, V.B.	1998029	Andaman	15/10/2017-22/10/2017
7.	Smt. Sukanya Chatterjee, Assistant Professor, Silpa-Sadana, V.B.	2007037	Andaman	15/10/2017-22/10/2017
8.	Sri Tapas Kumar Das, Sr. Assistant Librarian, Kala-Bhavana, V.B.	2008024	Amritsar	23/10/2017-01/11/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(8)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

15.9.17
15/09/17
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