



VISVA-BHARATI  
SANTINIKETAN

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

Date:18/03/2016

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.	Prof. Goutam Kumar Ghosh, Deptt. Of ASEPAN, P.S.B., V.B.	1997124	Delhi, Chandigarh, Ludhiana etc.	14/03/2016-22/03/2016
2.	Prof. Kaberi Kar, Sangit-Bhavana, V.B.	1997064	Mumbai	15/12/2015-21/12/2015
3.	Sri Kaushik Ghosh, Asstt. Librarian, Central Library, V.B.	2000065	Agartala	21/02/2016-26/02/2016
4.	Prof Malay Mukhopadhyay, Deptt. of Geography, Vidya-Bhavana, V.B.	1988047	Lakshadweep	23/12/2015-03/01/2016
5.	Sri Niladri Pakrasi, Professional Asstt., Central Library, V.B.	1993049	Andaman	04/03/2016-11/03/2016
6.	Sri Siddhartha Dev Mukhopadhyay, Associate Professor, EES, P.S.B., V.B.	1995079	Kashmir	27/10/2015-10/11/2015
7.	Prof. Sutapa Mukhopadhyay, Deptt. of Geography, Vidya-Bhavana, V.B.	1993031	Lakshadweep	23/12/2015-03/01/2016
8.	Sri Trishit Debnath, Draftsman, Engineering Deptt, V.B,	1993002	Havlock	31/12/2015-07/01/2016

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

18.3.16  
18/3/16

Copy to:-

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