



VISVA-BHARATI
SANTINIKETAN

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

Date: 30/04/2019

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.	Prof. Debarati Bandyopadhyay, Deptt. of English, V.B.	1998006	Kasauli	23/12/2018-03/01/2019
2.	Sri Debashis Chakraborty, Joint Registrar, Development Section, V.B.	2002086	Kolkata	14/12/2018-14/12/2018
3.	Sri Devendra Nath Dubey, Senior Artist, Rabindra-Bhavana, V.B.	2009070	Shirdi, Pune	05/12/2018-16/12/2018
4.	Smt. Dharitri Boro, Asstt. Professor, Deptt. of Painting, Kala-Bhavana, V.B.	2012048	J & K	19/12/2018-30/12/2018
5.	Sri Gopal Kumar, Hindi Officer, Rajbhasha Cell, V.B.	2014039	Port Blair	29/01/2019-03/02/2019
6.	Sri Kaushik Bhattacharya, Associate Professor, Deptt. of Philosophy & Religion, V.B.	2001112	Pondichery, Rameswaram, Madurai	27/12/2018-05/01/2019
7.	Sri Sagar Mondal, Helper, Deptt. of Chemistry, V.B.	2001046	Kolkata	08/10/2018-09/10/2018
8.	Prof. Saroj Kr. Pyne, Deptt. of Animal Science, P.S.B., V.B.	1985057	Tamilnadu, Kerala	24/12/2018-05/01/2019

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(08)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website


Assistant Registrar
(Establishment)
3.5.19 30/04/19