



VISVA-BHARATI
SANTINIKETAN

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

Date:28/12/2015

The Deputy 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 Ambika Charan Adhikary, Sr. Asstt., Examination Section, V.B.	1993027	Andaman	13/01/2016-21/01/2016
2.	Md. Basir Ahmed Mollah, Office Asstt., Examination Section, V.B.	2000070	Andaman	13/01/2016-21/01/2016
3.	Sri Biswajit Pramanik, Semi Professional Asstt., Central Library, V.B.	2000014	Andaman	12/01/2016-21/01/2016
4.	Sri Jatindranath Saha, Samindranath Sishu Pathagar, Patha-Bhavana, V.B.	2001051	Andaman	12/01/2016-21/01/2016
5.	Sri Prasun Kanti Ghoshal, Professional Asstt., Central Library, V.B.	2004023	Andaman	13/01/2016-21/01/2016
6.	Sri Saradindu Sarkar, Semi Professional Asstt., Siksha-Bhavana Library, V.B.	2001097	Andaman	12/01/2016-21/01/2016
7.	Prof. Somdatta Mandal, DEOMEL, Bhasha-Bhavana, V.B.	2002049	Kutch, Gujrat	04/01/2016-11/01/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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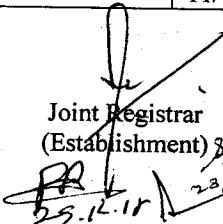
1. Person concerned(7)

2. Guard file

3. Personal file

4. Hindi Officer, Hindi Cell

✓ 5. University Webmaster- Kindly upload the office order in the University website


25.12.15