



VISVA-BHARATI
SANTINIKETAN

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

Date: 17/08/2017

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 Bablu Sarkar, Manager, Examination Section,(Refectory), V.B.	1988141	Haridwar	10/10/2017-19/10/2017
2.	Sri Ganesh Ghosh, Sr. Asstt., Bhasha-Bhavana(Accounts Office), V.B.	1988099	Haridwar	10/10/2017-17/10/2017
3.	Sri Kalipada Pramanik, Asstt. Professor, P.S.B., V.B.	2006029	Goa	14/10/2017-22/10/2017
4.	Smt. Sananda Mondal, Asstt. Professor, P.S.B., V.B.	2012047	Goa	14/10/2017-22/10/2017
5.	Sri Soumen Sengupta, Asstt. Lecturer, Siksha-Satra, V.B.	1993055	Kerala	25/09/2017-05/10/2017
6.	Prof. Sudip Basu, Deptt. of Bengali, Bhasha-Bhavana, V.B.	1997013	Guwahati	03/10/2017-11/10/2017
7.	Sri Suranjan Ghosh, Asstt. Registrar, Examination Section, V.B.	1989021	Kerala	25/09/2017-05/10/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

17.8.17 17/08/17

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