

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(s).

It may further be noted that 10 days leave encashment would be made to the employees 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.	Period of journey	Place	Pay Roll
1.	Sri Chandra Sekhar Roy, Library Attendant, Deptt. of Philosophy & Religion, Vidya-Bhavana, V.B.	2001095	29/12/2014-30/12/2014	Kolkata	4
2.	Sri Debasish Panda, Asstt. Professor, Deptt. of ASEPAN, P.S.B., V.B.	2004010	01/10/2014-10/10/2014	Rameswaram	9
3.	Sri Kailash Harijan, Sweeper, P.M.H., V.B.	1979078	15/02/2015-30/02/2015	Jaipur	3
4.	Smt. Madhabi Hazra, Sevika, Goenkalaya Girls, Hostel, V.B.	1988133	29/12/2014-03/01/2015	Belgachia	4
5.	Smt. Manju Sinha Sarkar, Professional Asstt., Deptt. of Philosophy & Religion, Vidya-Bhavana, V.B.	1997040	22/12/2014-23/12/2014	Kolkata	4
6.	Sri Prabhat Kumar Datta, Office Asstt., Deptt. of Zoology, Siksha-Bhavana, V.B.	1984048	04/03/2015-12/03/2015	Andaman	2
7.	Sri Rajan. P., Accompanist, Sangit-Bhavana, V.B.	2011044	29/09/2014-09/10/2014	H.T.	1
8.	Sri Ranjan Nath, Asstt. Professor, Deptt. of Plant Protection, P.S.B., V.B.	2006027	03/06/2014-11/06/2014	Leh-Ladakh	1
9.	Sri Rathin Hazra, Peon(Security Guard), Deptt. f Zoology, Siksha-Bhavana, V.B.	1983012	04/03/2015-12/03/2015	Andaman	3
10.	Sri Santadas Ghosh, Associate Professor, Deptt. of Economics & Politics, Vidya-Bhavana, V.B.	2007022	23/12/2014-30/12/2014	Maharashtra	1
11.	Sri Sasadhar Majhi, Asstt. Lecturer, Patha-Bhavana, V.B.	2011008	27/02/2015-01/03/2015	Murshidabad	1
12.	Sri Sisir Chandra Das, Coordinator, Examination Section, V.B.	2008017	02/12/2014-08/12/2014	Puri	
13.	Sri Suresh Murmu, Museum Asstt., Deptt. of Zoology, Siksha-Bhavana, V.B.	2006038	04/03/2015-12/03/2015	Andaman	4
14.	Sri Sushobhan Adhikary, Curator, Kala-Bhavana Museum, V.B.	1983015	01/10/2014-10/10/2014	Gangtok, Sikkim	4
15.	Prof. Syamal Kumar Samanta, Deptt. of Mathematics, Siksha-Bhavana, V.B.	1979061	22/12/2014-25/12/2014	Puri	1
16.	Sri Utpal Mahara, Laboratory Attendant, Deptt. of Zoology, Siksha-Bhavana, V.B.	2001002	04/03/2015-12/03/2015	Andaman	4

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)
Visva-Bharati

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