



VISVA-BHARATI
SANTINIKETAN

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

Date:06/10/2018

The Joint 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.	Sri Bipad Taran Saha, Sr. Assistant, Registrar's Office, V.B.	1990002	Bagpara	04/09/2018-07/09/2018
2.	Sri Binu Das, Peon, Accounts Officer, V.B.	1992068	NJP	05/09/2018-07/09/2018
3.	Sri Rabindranath Murmu, Accounts Office, V.B.	1986054	Kolkata	11/09/2018-13/09/2018
4.	Sri Sakshi Gopal Saha, Office Assistant, Community College, P.S.V., V.B.	1990037	Hyderabad	02/09/2018-04/09/2018
5.	Sri Soumitra Dasgupta, Sr. Assistant, Registrar's Office, V.B.	1995032	New Coochbihar	25/08/2018-30/08/2018
6.	Sri Subhas Hazra, Security Guard, Academic & Research, V.B.	1986096	Kolkata	12/09/2018-14/09/2018
7.	Sri Sunil Kumar Baidya, Jr. Office Asstt., E-III, V.B.	2002033	Kolkata	06/09/2018-08/09/2018

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

RA
6.10.18

06/10/18

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