



VISVA-BHARATI
SANTINIKETAN

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

Date: 10/03/2020

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. | Sri Bidyut Mondal, DEO-cum-JCO, Computer Centre, V.B. | 1987025 | Bikaner, Rajasthan | 03/02/2020-17/02/2020 |
| 2. | Sri Prabir Kumar Choudhuri, Associate Professor, Silpa Sadana, V.B. | 2001010 | Lakshadweep | 10/02/2020-19/02/2020 |
| 3. | Sri Purnendu Laskar, Section Officer, Estate Office, V.B. | 1988076 | Bikaner, Rajasthan | 03/02/2020-16/02/2020 |
| 4. | Sri Sanjoy Kumar Datta, System Programmer, Computer Centre, V.B. | 1989036 | Lakshadweep | 30/01/2020-06/02/2020 |
| 5. | Sri Soumitra Kumar Chakraborty, Professional Assistant, Bangladesh Bhavana, V.B. | 2000007 | Bengaluru, Mysuru | 08/02/2020-19/02/2020 |

Necessary steps may please be taken accordingly.

[Signature]
16/3/2020
Registrar(Acting)
Visva-Bharati

Copy to:-

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