

गणित्र सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No.157
तिथि/Date17.10.16



VISVA-BHARATI
SANTINIKETAN

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

Date:06/10/2016

The Accounts Officer
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 Baidya Nath Birbangshi, S.O., SC/ST Cell, V.B.	1980113	Andaman	29/08/2016-05/09/2016
2.	Sri Nabin Chandra Tudu, Farm Mechanic, P.S.B., V.B.	2010016	Purulia	22/08/2016-26/08/2016
3.	Sri Purna Chandra Mondal, Driver, C.T.C., V.B.	2001085	Guwahati, Shillong	10/03/2016-17/03/2016
4.	Sri Tanmoy Nag, Asstt. Registrar, Vinaya-Bhavana, V.B.	1997049	Patelnagar	11/09/2016-14/09/2016
5.	Sri Tapan Chandrra Pal, Office Asstt.,Patha-Bhavana, V.B.	2004016	Ernakulam	05/07/2016-17/07/2016
6.	Sri Ukil Roy, Jr. Office Asstt, A/c. Office, V.B.	2000010	Bangalore	03/08/2016-17/08/2016

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(6)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

C-10.15

06/10/16