



VISVA-BHARATI
SANTINIKETAN

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

Date: 24/10/2017

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.	Prof. Arun Kumar Barik, Deptt. of Agronomy, P.S.B., V.B.	1996029	Guwahati, Shillong	25/09/2017-03/10/2017
2.	Sri Jayanta Kumar Bhattacharya, Principal, Siksha-Satra, V.B.	2006001	Andaman	27/09/2017-06/10/2017
3.	Sri Joydeb Golder, Accompanist, Sangit-Bhavana, V.B.	2012005	Simhat, Nadia	25/09/2017-08/10/2017
4.	Smt. Moumita Laha, Asstt. Professor, Social Work, P.s.V., V.B.	2013044	Goa	29/09/2017-06/10/2017
5.	Sri Taraknath Saha, Asstt. Lecturer, Patha-Bhavana, V.B.	2008008	Vizag	04/10/2017-10/10/2017

Necessary steps may please be taken accordingly.

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

Joint Registrar
(Establishment)

24.10.17

24/10/17

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