



VISVA-BHARATI
SANTINIKETAN

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

Date:05/10/2015

The Deputy Registrar(Accounts)
Visva-Bharati

Sub: Approval towards encashment of 10 days earned leave prior to commencement of
LTC journey

Ref.V.B./EST-II/22 dt.26/09/2013

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 before proceeding on LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned employees prior to disbursement of the amount in terms of the above noted Reference No. issued in favour of Deputy Registrar (Accounts) earlier.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place y	Period of journe
1.	Professor Amrit Sen, DEOMEL, Bhasha-Bhavana, V.B.	1998007	Kerala	31/10/2015-07/11/2015
2.	Smt. Shila Nag, Office Asstt., Mrinalini Ananda Pathshala, Patha-Bhavana, V.B.	1996014	Kerala	26/10/2015-09/11/2015
3.	Sri Soumen Saha, Section Officer, Bhasha-Bhavana, V.B.	1993004	Andaman	27/10/2015-02/11/2015
4.	Smt. Tripti Ghosh, Asstt Lecturer, Siksha-Satra, V.B.	2003012	Andaman	21/10/2015-30/10/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

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



**VISVA-BHARATI
SANTINIKETAN**

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

Date:05 /10/2015

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.

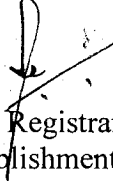
It may further be noted that 10 days leave encashment would be made to the employee who have submitted LTC final bills for adjustment.

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 journey
1.	Prof. Syed Ejaz Hussain, Deptt. of History, Vidya- Bhavana, V.B.	1994008	New Delhi	07/09/2015- 10/09/2015

Necessary steps may please be taken accordingly.


Joint Registrar
(Establishment)

Copy to:-

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