

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

Date:13/04/2015

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 employee subject to the condition that an undertaking to be obtained from the concerned employee 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.	Period of journey	Place
1.	Sri Partha Pratim Roy, Study Supervisor, Patha- Bhavana, V.B.	2003001	22/05/2015- 05/06/2015	Mysore

Pay Roll
NO.

I

Necessary steps may please be taken accordingly.


Joint Registrar
(Establishment)
Visva-Bharati

Copy to:-

- Person concerned
- Guard file
- Personal file
- Hindi Officer, Hindi Cell
- University Webmaster- Kindly upload the office order in the University website