



VISVA-BHARATI
SANTINIKETAN

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

Date: 23/08/2016

The Accounts Officer
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	Period of LTC journey for leave encashment
1.	Smt. Kakoli Majumder, Office Asstt., House Building Section, V.B.	1997030	Andaman	18/09/2016-28/09/2016
2.	Sri Kalidas Saha, Sr. Asstt., Establishment-I, V.B.	1997102	Andaman	24/09/2016-01/10/2016
3.	Sri Krishna Bahadur Khatri, Office Asstt., A/c. Section, V.B.	1990025	Andaman	24/09/2016-01/10/2016
4.	Sri Prafulla Kumar Banerjee, Section Officer, Establishment-II, V.B.	1990083	Andaman	21/09/2016-27/09/2016
5.	Smt. Prakriti Chakraborty, Asstt. Professor, Indo-Tibetan Studies, V.B.	2002062	Darjeeling	17/10/2016-27/10/2016
6.	Sri Prithwish Datta, Office Asstt., A/c. Section, V.B.	2001103	Andaman	19/09/2016-26/09/2016

Cont.2

RA
23-8-16

-2-

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

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
7.	Sri Purnendu Laskar, S.O., Estate Office, V.B.	1988076	Andaman	21/09/2016-27/09/2016
8.	Sri Rabindranath Konar, Office Asstt., A/c. Section, V.B.	1988097	Andaman	24/09/2016-01/10/2016
9.	Sri Sandip Kumar Chatterjee, Jr. Office Asstt., Patha-Bhavana, V.B.	1999021	Andaman	24/09/2016-01/10/2016
10.	Smt. Sudipta Sarkar, Asstt. Prof., Deptt. of Geography, V.B.	2013047	Andaman	19/09/2016-23/09/2016
11.	Sri Vivekananda Pal, Jr. Office Asstt., A/c. Section, V.B.	1986098	Andaman	24/09/2016-01/10/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

[Signature]
23.8.16 23/8/16
23/8/16

Copy to:-

1. Person concerned(11)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
- ✓ 5. University Webmaster- Kindly upload it, in the University website