



VISVA-BHARATI
SANTINIKETAN

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

Date: 29/12/2016

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 employees.

It may further be noted that 10 days leave encashment would be made to the employees 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 Apurba Maji, Laboratory Assistant, Deptt. of Botany, Siksha-Bhavana, V.B. | 1982023 | Lalbazar, Burdwan | 25/11/2016-26/11/2016 |
| 2. | Sri Bablu Kumar Porel, Office Asstt., C.T.C.,(Museum), V.B. | 2001091 | Chakpurohit | 14/12/2016-15/12/2016 |
| 3. | Sri Balai Chandra Konar, Work Asstt., Engineering Deptt., V.B. | 1985046 | Somaipur | 03/11/2016-12/11/2016 |
| 4. | Sri Bikram Singh Rana, Jr. Office Asstt., E-II,(Registrar's Office), V.B. | 1997091 | Kolkata | 12/12/2016-15/12/2016 |
| 5. | Prof. Dulal Pal, Deptt. of Mathematics, Siksha-Bhavana, V.B. | 1999043 | Jaipur (Rajasthan) | 10/10/2016-15/10/2016 |
| 6. | Smt. Hem Kusum, Asstt. Professor, Deptt. of Chinese, V.B. | 2004002 | Goa | 10/10/2016-17/10/2016 |
| 7. | Sri Manoj Kumar Biswas, Field Engineer, Social Work, P.S.V., V.B. | 2008033 | Kalimpong | 29/10/2016-04/11/2016 |
| 8. | Prof. Nirmalya Banerjee, Deptt. of Botany, Siksha-Bhavana, V.B. | 1990050 | Tripura | 15/11/2016-20/11/2016 |

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Sub: Approval towards encashment of 10 days earned leave for LTC journey

| Sl. No. | Name, Designation & Department | ID No. | Place | Period of LTC journey for leave encashment |
|---------|---|---------|---------|--|
| 9. | Sri Rabindranath Ghosh, Semi Professional Asstt., Hindi-Bhavana, V.B. | 2000009 | Araku | 17/10/2016-23/10/2016 |
| 10. | Sri Rabindra Nath Pal, Jr. Office Asstt., Central Library, V.B. | 2001019 | Araku | 17/10/2016-23/10/2016 |
| 11 | Sri Sumalya Sarkar, Sevak, Zoology Deptt., Siksha-Bhavana, V.B. | 2000019 | Kolkata | 03/11/2016-04/11/2016 |
| 12. | Sri Soumitra Kumar Chakraorty, Semi Professional Asstt., Cheena-Bhavana Library, V.B. | 2000007 | Araku | 17/10/2016-23/10/2016 |

Necessary steps may please be taken accordingly.

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1. Person concerned(12)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
- ✓ 5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

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VISVA-BHARATI
SANTINIKETAN

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

Date: 29/12/2016

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. | Sri Anagha Chakraborty, Asstt. Professor, Deptt. of Physics, Siksha-Bhavana, V.B. | 2014010 | Chennai | 22/12/2016-29/12/2016 |
| 2. | Sri Bomba Dam, Asstt.Professor, Deptt. of Botany, Siksha-Bhavana, V.B. | 2008016 | Dibrugarh (Assam) | 23/12/2016-29/12/2016 |
| 3. | Smt.Bulbul Konar, Asstt.Lecturer, Patha-Bhavana, V.B. | 2011012 | Jaysalmir, Rajasthan | 27/12/2016-07/01/2017 |
| 4. | Sri Murali Mohan De, Pharmacist, P.M.H., V.B. | 1982003 | Andaman | 20/01/2017-26/01/2017 |
| 5. | Sri Suchit Chakraborty, Asstt. Lecturer, Patha-Bhavana, V.B. | 2001120 | Jaysalmir, Rajasthan | 27/12/2016-07/01/2017 |
| 6. | Sri Susanta Bhattacharya, D.D-cum-JCO, Computer Centre, V.B. | 1986047 | Andaman | 10/01/2017-18/01/2017 |

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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