



VISVA-BHARATI
SANTINIKETAN

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

Date:01/07/2016

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 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.	Smt. Chandrani Mukhopadhyay(Gangopadhyay), Asstt.Lecturer, Patha-Bhavana, V.B.	1998021	Srinagar	29/05/2016-07/06/2016
2.	Sri Gopal Mukherjee, Helper, Deptt. of Biotechnology, Siksha-Bhavana, V.B.	2002009	Kolkata	25/05/2016-27/05/2016
3.	Sri Kishore Bhattacharya, Asst. Lecturer, Patha-Bhavana, V.B.	1997056	Srinagar	29/05/2016-07/06/2016
4.	Sri Milan Kanti Biswas, Asstt. Professor, Deptt. of Bengali, Bhasha-Bhavana, V.B.	2004044	Sonakhali, Basanti	31/05/2016-09/06/2016
5.	Sri Nemai Sankar Chakrabartty, Study Supervisor, Patha-Bhavana, V.B.	1992045	Srinagar	29/05/2016-07/06/2016
6.	Sri Pradip Hambram, Asstt. Librarian, Rabindra-Bhavana, V.B.	2004024	Guwahati, Shillong, Agartala	15/05/2016-22/05/2016
7.	Sri Pradip Kumar Mandal, Curator, Rabindra-Bhavana, V.B.	2005017	Guwahati, Shillong, Agartala	15/05/2016-22/05/2016
8.	Smt. Priya Halder, Asstt. Lecturer, Mrinalini Ananda Pathsala, V.B.	2011009	Sonakhali, Basanti	12/05/2016-09/06/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

1. Person concerned(8)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

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