



VISVA-BHARATI
SANTINIKETAN

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

Date: 15/10/2019

The Joint Registrar(Accounts)
Visva-Bharati

Sub: Administrative 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 Joint Registrar (Accounts) earlier.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Dr. Ananda Mohan Das, Senior Medical Officer, P.M.H., V.B.	1999027	Andaman	13/12/2019-21/12/2019
2.	Sri Jayanta Kumar Bhattacharya, Principal, Siksha Satra, V.B.	2006001	Kerala, Kanyakumari	04/10/2019-12/10/2019
3.	Sri Pradip Kumar Ghosh, Radipgrapher, P.M.H., V.B.	2000093	Rsasthan	19/10/2019-30/10/2019
4.	Sri Pradip Birbānshi, Office Assistant, P.M.H., V.B.	2001116	Rajasthan	19/10/2019-30/10/2019
5.	Prof. Sabuj Koli Sen, Deptt. of Philosophy & Religion, V.B.	1985039	Bangalore, Humpi etc.	04/10/2019-12/10/2019
6.	Sri Sandip Baul, Technical Assistant, Kala-Bhavana, V.B.	2012030	Varanasi, Sarnath	17/10/2019-23/10/2019
7.	Smt. Subhadra Roy, Museum Assistant, Kala-Bhavana, V.B.	1991035	New Delhi	04/10/2019-13/10/2019
8.	Sri Subrata Patra, Senior Assistant, Examination Section, V.B.	1988151	Munshyari (Uttarakhand)	04/10/2019-12/10/2019

Necessary steps may please be taken accordingly.

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

Assistant Registrar
(Establishment)

15.10.19

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