



VISVA-BHARATI
SANTINIKETAN

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

Date: 24/10/2017

The Joint 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 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 Amartya Mukherjee, Asstt. Professor, Sangit-Bhavana, V.B.	2014006	Andaman	01/11/2017-07/11/2017
2.	Sri Amit Roy, Office Asstt., Establishment-I(A/c. Office), V.B.	1992008	Andaman	14/11/2017-21/11/2017
3.	Sri Anup Sarkar, Peon, Establishment-I, (Registrar's Office), V.B.	2001014	Andaman	14/11/2017-21/11/2017
4.	Prof. Bipasha Raha, Deptt. of History, Vidya-Bhavana, V.B.	1994007	Udaipur	18/10/2017-23/10/2017
5.	Sri Sanjay Kumar Rakshit, Office Asstt. Establishment-I, Registrar's Office, V.B.	1998004	Andaman	14/11/2017-21/11/2017
6.	Sri Sanjoy Mukherjee, Sr. Asstt., Sr. Asstt., Establishment-I, (Registrar's Office), V.B.	2001105	Andaman	14/11/2017-21/11/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(6)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

24.10.17 24/10/17
21/11/17