



VISVA-BHARATI
SANTINIKETAN

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

Date:27/02/2018

The Joint Registrar(Accounts)
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.	Sri Amar Karmakar, Peon, Bhasha-Bhavana (Vidya-Bhavana), V.B.	1988059	Chennai	04/01/2018-16/01/2018
2.	Sri Baidya Nath Birbangshi, Former S.O., SC/ST Cell, V.B.	1980113	Digha	09/01/2018-11/02/2018
3.	Sri Bikash Chandra Gupta, Associate Professor, Deptt. of Physics, V.B.	2005030	Goa	22/12/2017-01/01/2018
4.	Prof. Goutam Ghoshal, Former Professor, DEOMEL, V.B.	1987036	Uluberia	20/12/2017-22/12/2017
5.	Smt. Lakshmi Mahapatra, Peon, Establishment-II, V.B.	1993025	Kendrapara, Orissa	23/01/2018-01/02/2018
6.	Smt. Maitri Barman, Supervisor, Silpa-Sadana, V.B.	2012026	Kedarnath-Badrinath	07/10/2017-16/10/2017
7.	Sri Purnajyoti Das, APRO, Watch & Ward, V.B.	1986052	Shillong	23/01/2018-29/01/2018
8.	Sri Tapan Mukherjee, Section Officer, Vinaya-Bhavana, V.B.	2001108	Katpati-Vellore	20/11/2017-29/11/2017
9.	Sri Uttam Mondal, Superintendent, Horticulture Farm, P.S.B., V.B.	2006035	Kolkata	27/01/2018-01/02/2018

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(9)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Assistant Registrar
(Establishment)
27-2-18 27/02/18