



VISVA-BHARATI
 SANTINIKETAN

Date: 08/02/2019

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

The Joint Registrar(Accounts)
 Visva-Bharati

Sub: Administrative 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 Anil Kumar, Associate Professor, AIHC&A, V.B.	2001013	Kaushani	02/11/2018-13/11/2018
2.	Sri Asoke Pradhan, Office Asstt., Finance Office, V.B.	1988105	Kolkata	28/12/2018-30/12/2018
3.	Sri Bhairab Ghosh, Peon cum Studio Attendant, Deptt. of Painting, Kala-Bhavana, V.B.	1985031	Bangalore	05/11/2018-14/11/2018
4.	Sri Bijoy Bhattacharya, Jr. Office Asstt., House Building & Statistics, V.B.	2000072	Kolkata	10/12/2018-11/12/2018
5.	Sri Binoy Chowdhury, Laboratory Assistant, Deptt. of Botany, V.B.	1987035	Puri	01/12/2018-04/12/2018
6.	Sri Buddhadeb Chitrakar, Section Officer, Accounts' Office, V.B.	1993010	Pakurhans, Nanoor	05/12/2018-10/12/2018
7.	Sri Debashish Mahalanabish, Associate Professor, Deptt. of Design, Kala-Bhavana, V.B.	1997073	New Delhi	23/10/2018-02/11/2018
8.	Sri Kaushik Pal, Senior Assistant, Siksha Satra, V.B.	1997117	Puri	28/10/2018-01/11/2018
9.	Sri Krishna Gopal Garai, Senior Asstt., Indira Gandhi Centre, V.B.	1990082	Bumla, Tawang	20/10/2018-27/10/2018

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Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
10.	Sri Kumar Chandan Sinha, Record Supplier, Deptt. of Design, Kala-Bhavana, V.B.	1990057	Puri	16/11/2018-22/11/2018
11.	Sri Lalu Das Bairagya, Helper, Registrars' Office, V.B.	2002007	Kolkata	04/12/2018-04/12/2018
12.	Sri Paresh Patra, Sr. Asstt., Accounts' Office, V.B.	1997027	Kolkata	04/12/2018-04/12/2018
13.	Sri Partha Pratim Ray, Deputy Librarian, P.S.B. Library, V.B.	1983024	Mount Abu, Rajasthan	22/10/2018-04/11/2018
14.	Sri Pradip Kumar Das, Sr. Asstt., Finance Office, V.B.	1993005	Kolkata	28/12/2018-30/12/2018
15.	Smt Rituparna Char, Asstt. Lecturer, Siksha Satra, V.B.	2014046	Pune	10/10/2018-08/11/2018
16.	Prof. Sankar Majumder, P.C.K., V.B.	2007023	Pangong Lake	22/09/2018-04/10/2018
17.	Sri Santosh Kumar Mishra, Peon, House Building & Statistics, V.B.	1987039	Kolkata	14/12/2018-15/12/2018
18.	Sri Shyam-Sundar Das, Office Asstt. Deptt. of Education, Vinaya-Bhavana, V.B.	1989041	Tawang	20/10/2018-27/10/2018
19.	Sri Sisir Chandra Das, Section Officer, Examination Section, V.B.	2008017	Delhi	21/10/2018-28/10/2018
20.	Sri Subir Ranjan Dey, MTS, Registrars' Office, V.B.	2014038	Kolkata	06/11/2018-10/11/2018
21.	Smt. Subhra Sil, Research Associate, Research Publication, V.B.	1999023	Puri	21/11/2018-24/11/2018
22.	Smt. Sutapa Mukherjee, Asstt. Professor, Deptt. of Zoology, V.B.	2012062	Bhubaneswar	16/10/2018-21/10/2018

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

Copy to:-

1. Person concerned(22)
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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