

**VISVA-BHARATI
SANTINIKETAN**

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

Date:27/06/2015

The Deputy 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(s).

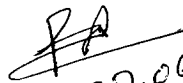
It may further be noted that 10 days leave encashment would be made to the employees who have submitted LTC final bills for adjustment.

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. | Period of journey | Place |
|--------|---|---------|---------------------------|-----------|
| 1. | Sri Ajit Seal, Associate Professor, Deptt. of Graphic Art, Kala-Bhavana, V.B. | 2007008 | 03/06/2015- 09/06/2015 | Guahati |
| 2. | Sri Amitava Mukherjee, Pharmacist, P.M.H., V.B. | 1987047 | 29/05/2015- 01/06/2015 | Kolkata |
| 3. | Sri Ananda Kumar Choudhury, Jr. Engineer(Civil), V.B. | 1988034 | 06/05/2015- 24/05/2015 | Bangalore |
| 4. | Sri Anup Prasad, Jr. Office Asstt.-cum Typist, Legal Cell, V.B. | 2011045 | 07/06/2015- 12/06/2015 | Patna |
| 5. | Sri Arun Adhikary, Driver, Central Transport Cell, V.B. | 1986101 | 15/05/2015- 25/05/2015 | Howrah |
| 6. | Sri Bratin Roy, Section Officer, Office of Provost(SNN&U), V.B. | 2000091 | 01/01/2015- 09/01/2015 | Goa |
| 7. | Sri Joydeb Karmakar, Jr. Machineman, Santiniketan Press, V.B. | 2008031 | 20/05/2015- 23/05/2015 | Tripura |

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27.06.15

| Sl.No. | Name, Designation & Department | ID No. | Period of journey | Place |
|--------|--|---------|-----------------------|---------|
| 8. | Sri Malāy Sankar Chattopadhyay, Associate Professor, Sangit-Bhavana, V.B. | 1997034 | 25/05/2015-03/06/2015 | J&K |
| 9. | Smt. Pritilaxmi Swain, Asstt. Professor, Deptt. of Sanskrit, Pali & Prakrit, Bhasha-Bhavana, V.B | 2009017 | 15/05/2015-31/05/2015 | Guahati |
| 10. | Prof. Rup Kumar Kar, Deptt. of Botāny, Siksha-Bhavana, V.B. | 1990055 | 03/06/2015-12/06/2015 | Ladakh |
| 11. | Dr. S.S.Debnath, C.M.O., P.M.H., V.B. | 1997079 | 03/03/2015-13/06/2015 | J&K |
| 12. | Sri Santosh Kumar Mishra, Peon, Registrar's Office, V.B. | 1987039 | 02/06/2015 | Kolkata |
| 13. | Prof. Sudipta Bhattacharya, Deptt.of Economics & Politics, Vidya-Bhavana, V.B. | 2001082 | 24/12/2013-31/12/2013 | Tripura |
| 14. | Smt. Susanna Susma Murmu, Nurse, P.M.H., V.B. | 2004006 | 28/05/2015-02/06/2015 | Gangtok |

Necessary steps may please be taken accordingly.

Copy to:-

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

Joint Registrar
(Establishment)
27.6.15 27/6/15