



VISVA-BHARATI
SANTINIKETAN

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

Date:08/10/2018

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 Deb Kumar Jha, Senior Asstt., Establishment-II,(Engineering Section), V.B.	1967033	Puri	18/09/2018-22/09/2018
2.	Sri Neelmani Jaisawal, Asstt. Professor, Deptt. of Social Work, V.B.	2012019	Havlock, Neil	07/09/2018-14/09/2018
3.	Sri Rajan.P, Accompanist, Sangit-Bhavana, V.B.	2011044	Palakkad	22/06/2018-28/06/2018
4.	Sri Sadananda Show, P.A.(Level-B), IQAC,(Rabindra-Bhavana), V.B.	1990012	Guwahati	14/09/2018-18/09/2018
5.	Sri Samir Kumar Ghosh, Office Assistant, Accounts' Office, V.B.	1992023	Kolkata	25/09/2018-27/09/2018
6.	Smt. Sudeshna Saha, Asstt. Professor, Deptt. of Social Work, V.B.	2012017	Havlock, Neil	07/09/2018-14/09/2018
7.	Sri Sushil Hazra, Helper, Accounts' Officer, (Sangit-Bhavana),V.B.	1989049	NJP	05/09/2018-07/09/2018

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Assistant Registrar
(Establishment)

9.10.18
8.10.18 03/10/18