



VISVA-BHARATI  
SANTINIKETAN

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

Date: 09/03/2019

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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	Employee Code	Place	Period of Journey
1.	Abu Taleb, Peon, Chemistry Department, V.B.	1990079	Kolkata	29/12/2018 – 30/12/2018
2.	Smt. Anandamayi Mondal, Asstt. Lecturer, Siksha- Satra, V.B.	1998024	Rajasthan	27/10/2018 – 09/11/2018
3.	Smt. Anindita Saha, Assistant Professor, P.S.B., V.B.	2004020	Panjim; Goa	24/12/2018 – 01/01/2019
4.	Sri Basanta Kr. Garai, Jr. Office Asst. cum Typist, Registrars' Office, V.B.	2002017	Kolkata	18/12/2018 – 20/12/2018
5.	Sri Bidyut Mondal, Deo cum Jco, Computer Centre, V.B.	1987025	Kolkata	11/12/2018 – 13/12/2018
6.	Prof Brajanath Kundu, Deptt. of Physical Education, V.B.	1988028	Hyderabad	09/12/2018 – 15/12/2018
7.	Sri Chittasarathi Chakraborty, Jr. Office Asst., PSV Office, V.B.	2002090	Kolkata	20/12/2018 – 21/12/2018
8.	Sri Dhruba Chatterjee, Sr. Asst., Siksha-Satra, V.B.	1988108	Ahmadpur	29/12/2018 – 31/12/2018
9.	Sri Dinabhandu Mukherjee, Laboratory Asst., Botany Deptt., V.B.	1997116	Kolkata	21/12/2018 – 23/12/2018
10.	Smt. Gita Bagdi, Helper, English Department, V.B.	1990044	Kolkata	22/12/2018 – 24/12/2018
11.	Sri Gopan Bhattacharya, Laboratory Asstt., P.S.B., V.B.	1997118	Kolkata	13/12/2018 – 15/12/2018
12.	Sri Jotindra Nath Roul, Asstt. Lecturer, Patha – Bhavana, V.B.	2014012	Vizag	02/11/2018 – 07/11/2018
13.	Smt. Kamini Soren, Sevika, Girls Hostel, Procror's Office, V.B.	2002092	Kolkata	17/12/2018 – 19/12/2018

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