



VISVA-BHARATI  
SANTINIKETAN

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

Date:15 /12/2015

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.

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.	Prof. Pranab Kumar Chattopadhyay, Deptt. of Economics & Politics, Vidya-Bhavana, V.B.	1996040	Ooty	21/10/2015-28/10/2015
2.	Sri Saikat Kumar Choudhury, Jr. Engineer, Engineering Deptt., V.B.	1990001	Andaman	25/10/2015-01/11/2015
3.	Sri Sudhi Ranjan Mukherjee, Asstt. Lecturer, Siksha-Satra, V.B.	1983021	Rajasthan	19/10/2015-26/10/2015
4.	Sri Sukhendu Neogi, Work Asstt., Engineering Deptt., V.B.	1985076	Andaman	25/10/2015-01/11/2015
5.	Sri Uttam Kumar Basak, Asstt. Professor, Graphic Art, Kala-Bhavana, V.B.	2012012	Delhi	20/10/2015-14/11/2015
6.	Sri Vivekananda Konar, Work Asstt., Engineering Deptt., V.B.	1987031	Andaman	25/10/2015-03/11/2015

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

Copy to:-

1. Person concerned(6)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload the office order in the University website