



VISVA-BHARATI  
SANTINIKETAN

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

Date: 24/10/2016

The Accounts Officer  
Visva-Bharati

Sub: Approval towards encashment of 10 days earned leave prior to commencement of LTC journey

Ref.V.B./EST-II/22 dt.26/09/2013

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 before proceeding on LTC journey in favour of the following employees subject to the condition that an undertaking to be obtained from the concerned employees prior to disbursement of the amount in terms of the above noted Reference No. issued in favour of Deputy Registrar (Accounts) earlier.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Sri Amit Roy, Office Asstt., E-I, V.B.	1992008	Puri	04/11/2016-08/11/2016
2.	Sri Amiya Hazra, Professional Asstt., Central Library, V.B.	1979056	Delhi-Agra	05/10/2016-15/10/2016
3.	Smt. Chaya Ranjini Chakraborty, Asstt. Lecturer, Patha-Bhavana, V.B.	1988006	Bangalore	04/10/2016-22/10/2016
4.	Sri Joydeb Chattopadhyay, Jr. Engineer, V.B.	2004036	Gangotri-Uttarakhand	18/10/2016-30/10/2016
5.	Sri Shovan Kumar Ruj, Archival Asstt., Rabindra-Bhavana, V.B.	2009067	Vizag-Araku	10/10/2016-16/10/2016

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

Copy to:-

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