



VISVA-BHARATI
SANTINIKETAN

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

Date: 20/08/2019

The Joint Registrar(Accounts)
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 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.	Smt. Jyotsna Singha, Maid Servant, Patha-Bhavana, V.B.	1985052	Andaman	22/10/2019-30/10/2019
2.	Sri Partha Pratim Roy, Study Supervisor, Patha-Bhavana, V.B.	2003001	Neil Island, Andaman	02/10/2019-08/10/2019
3.	Sri Snehadri Shekhar Chakraborty, Asstt. Engineer, Engineering Section, V.B.	1988026	Lakshadweep	16/10/2019-25/10/2019

Necessary steps may please be taken accordingly.

Copy to:-

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

Assistant Registrar
(Establishment)
20/8.19
20/08/19