



VISVA-BHARATI
SANTINIKETAN

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

Date: 05/05/2018

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 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 Soumyendra Sen, Joint Registrar, (Administration) Registrar Office, V.B.	2004013	Karnataka	03/05/2018 to 10/05/2018
2.	Sri Prafulla Kumar Banerjee, Section Officer, Establishment-II, V.B.	1990083	Leh Ladakh	06/06/2018 to 14/06/2018
3.	Sri Prabir Kumar Ghosh, Technical Assistant, Department of Botany, Siksha-Bhavana, V.B.	1985022	Leh Ladakh	05/06/2018 to 14/06/2018


Assistant Registrar
(Establishment)

Copy to:-

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