



VISVA-BHARATI
SANTINIKETAN

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

Date:07/02/2017

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. | Prof. Ashis Kumar Chatterjee, Deptt. of Soil Science & Agril Chemistry, S.B., V.B. | 1986082 | Andaman | 29/01/2017-05/02/2017 |
| 2. | Sri Sanjoy Mukherjee, Section Officer, Vidya-Bhavana(Registrar's Office), V.B. | 1988093 | Haridwae-Musairrie | 14/02/2017-21/02/2017 |

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

[Handwritten signature]
07/02/17
7/2

Copy to:-

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