VISV–BHARATI
SANTINIKETAN

Ref.No.V.B./Est-II/ 21/   Date: 31/10/2015

The Deputy Registrar
(Accounts)

Sub.: Approval of LTC advance
Ref.: Submission of LTC application for advance

The undersigned is directed to convey that competent authority has been pleased to sanction LTC advance in favour of the following employee(s) of the University subject to the following condition :-

i) The official should produce evidence of purchase of tickets within 10 days of receipt of the advance to the Accounts Office for confirmation of journey

ii) Claim/Adjustment should be submitted within one month from the date of return journey, otherwise, penal interest as applicable rate would be levied

Details of advance are given below for taking necessary action

Sl.No.	Name of the employee, Department and ID No.	Place of visit	Duration	Block	Advance amount sanctioned
1.	Sri Satyanarayan Bhattacharya, AR(Proctor's Office), 1988106	Andaman	28/12/2015-05/01/2016	2014-2015	1,00,000/-
2.	Sri Subhas Hazra, Security Guard, Aca & Res.,1986096	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-
3.	Sri Rajib Chakraborty, Professional Asstt., P.S.B.Library, 2001055	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-
4.	Sri Dilip Kumar Mondal, Sr. Asstt., Aca & Res, 1994005	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-
5.	Sri Nityananda Das, Semi Professional Asstt.,P.S.V.Library, 2001047	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-

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Sl.No.	Name of the employee, Department and ID No.	Place of visit	Duration	Block	Advance amount sanctioned
6.	Sri Ram Krishna Konar, S.O., Aca& Res,1991002	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-
7.	Sri Rabi Das, Library Attndt, Central Library, 2001098	Andaman	20/01/2016-28/01/2016	2014-2017	75,000/-

Joint Registrar
Establishment

Copy to :-
1) Person Concerned
2) University Webmaster : with a request to upload in the University Website
3) Personal file