

VISVA-BHARATI
Establishment-II
Santiniketan

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No.109
तिथि/Date24.2.15

Ref.No.EST/E-II/T.11.1(EL-LTC)

Dated:19/02/2015

Deputy Registrar(Accounts)
Visva-Bharati
Santiniketan

Sub: - Approval towards encashment of difference amount for 10 days Earned Leave in connection with LTC

With reference to the above mentioned subject, the undersigned is directed to inform you that the administration has been pleased to accord sanction towards encashment of difference amount of 10 days Earned Leave in connection with LTC availed by the following employee on account of enhancement Grade Pay.

Details are given below:

Sl No.	ID No.	Name & Designation with Department	Earlier Sanctioned Amount(Rs.)	Revised calculated Amount(Rs.)	Availed during the year	Difference Amount Sanctioned (Rs.)
01.	2000001	Sri Vivekananda Chatterjee, Preservation Asstt., Rabindra-Bhavana, V.B..	8,956/-	10,467/-	2014	1,511/-

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

Copy to:-

- Person Concerned (1)
- Personal file
- File- G
- Hindi Officer, Hindi Cell
- ✓ University Webmaster- Kindly upload the office order in the University website