



VISVA-BHARATI
SANTINIKETAN

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

Date: 03/11/2019

The Joint Registrar(Accounts)
Visva-Bharati

Sub: Administrative 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 Joint Registrar (Accounts) earlier.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Prof. Arun Kumar Barik, Deptt. of Agronomy, P.S.B., V.B.	1996029	Simla, Manali, Rotang Pass	02/10/2019-12/10/2019
2.	Sri Khokan Ray, Peon, Patha-Bhavana, V.B.	1995037	Andaman	23/10/2019-30/10/2019
3.	Prof. Manabendra Mukhopadhyay, Deptt. of Bengali, V.B.	2006004	Simla, Kulu, manali	07/10/2019-14/10/2019
4.	Sri Sadananda Show, P.A.(Level-B, IQAC, V.B.	1990012	Amritsar	06/11/2019-17/11/2019
5.	Sri Sanat Bhattacharya, Assistant Librarian, Siksha-Bhavana, V.B.	2000069	Ajanta, Mahabaleswar, Pune etc.	25/12/2019-02/01/2020
6.	Smt. Soma Mukherjee, Assistant Professor, Comparative Literature, V.B.	2010012	New Delhi	08/10/2019-23/10/2019
7.	Smt. Sutapa Basu, Assistant Registrar, Finance Office, V.B.	1988115	Kaza, H.P.	08/10/2019-13/10/2019

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website