



VISVA-BHARATI  
SANTINIKETAN

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

Date: 05/05/2019

The Joint Registrar(Accounts)  
Visva-Bharati

Sub: Administrative approval towards encashment of 10 days earned leave for LTC journey

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 for availing LTC journey in favour of the following employee.

It may further be noted that 10 days leave encashment would be made to the employee who have submitted LTC final bills for adjustment.

It may be ensured that all LTC advances are to be adjusted within a maximum period of three (3) months from the date of completion of journey.

Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Sri Ajit Birbanshi, Peon, Establishment-III, V.B.	2002001	Kolkata	16/04/2019-16/04/2019
2.	Prof. Ansuman Chattopadhyay, Deptt. of Zoology, V.B.	2005041	Baidyabati	05/04/2019-06/04/2019
3.	Prof. Biplab Loha Choudhury, CJMC, V.B.	2005013	Ahmedabad	24/12/2018-04/01/2019
4.	Sri Gobinda Pada Chongdar, Registrar's Office, V.B.	1991063	Tarakeswar	19/03/2019-20/03/2019
5.	Sri Hemanta Kumar Kaibartya, Technical Asstt., R.E.C., V.B.	2004047	Kolkata	18/12/2018-20/12/2018
6.	Sri Jnanendra Rath, Asstt. Professor, Deptt. of Botany, V.B.	2007018	Hyderabad	25/12/2018-31/12/2018
7.	Sri Kanai Chatterjee, Jr. Office Asstt., Siksha-Bhavana, V.B.	2001017	Kolkata	31/12/2018-02/01/2019
8.	Smt. Mridula Banerjee, Museum Asstt., Kala-Bhavana, V.B.	1991036	Jaisalmir	21/02/2019-04/03/2019

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Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
9.	Smt. Prothidipta Sahoo, Asstt. Professor, Deptt. of Chemistry, V.B.	2012061	Andaman	21/03/2019-28/03/2019
10.	Sri Sahadeb Pal, Security Guard, W & W, V.B.	1992049	Kolkata	05/04/2019-06/04/2019
11.	Smt. Sangita Saikia, Asstt. Professor, Deptt. of Assamese, V.B.	2007025	Guwahati	05/03/2019-19/03/2019
12.	Sri Santosh Kumar Mishra, Peon, House Building & Statistics, V.B.	1987039	Kolkata	22/04/2019-23/04/2019
13.	Sri Shubhendu Kumar Guha, Senior Asstt., R.E.C., V.B.	2004048	Kolkata	16/12/2018-17/12/2018

Necessary steps may please be taken accordingly.

Assistant Registrar  
(Establishment)

Copy to:-

1. Person concerned(13)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

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3.5.19.

05/05/19