



VISVA-BHARATI
SANTINIKETAN

Date: 03/01/2020

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

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 Bharat Chandra Roy, Senior Assistant, deptt. of Zoology, V.B.	1993048	Kanyakumari	11/10/2019-26/10/2019
2.	Sri Chanchal Nandi, Accompanist, Sangit-Bhavana, V.B.	2014004	Kharoon(H.T.)	28/10/2019-29/10/2019
3.	Prof. Debasis Bhattacharya, Deptt. of Agril Statistics, P.S.B., V.B.	1989058	New Delhi	17/10/2019-20/10/2019
4.	Sri Gopal Chandra Dalal, Sr. Assistant, Deptt. of Philosophy & Comparative Religion, V.B.	1991023	Andaman	22/10/2019-29/10/2019
5.	Sri Hemanta Kumar Kaibartya, Technical Assistant, R.E.C., V.B.	2004047	Haridwar	04/10/2019-17/10/2019
6.	Sri Mati Lal Kalai, Associate Professor, Associate Professor, Deptt. of Sculpture, Kala-Bhavana, V.B.	2013036	Delhi	04/10/2019-13/10/2019
7.	Sri Shakti Prasad Chakraborty, Accompanist, Sangit-Bhavana, V.b.	2014003	Gochhati (H.T.)	26/10/2019-29/10/2019
8.	Sri Tapan Kumar Chowdhury, Office Assistant, Engineering Deptt., V.B.	1990036	Bangalore, Ooty	17/10/2019-28/10/2019
9.	Sri Vivekananda Chatterjee, Superintendent, Rabindra-Bhavana, V.B.	2000001	Andaman	10/10/2019-17/10/2019

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(9)

2. Guard file

3. Personal file

4. Hindi Officer, Hindi Cell

✓ 5. University Webmaster- Kindly upload it in the University website

13/11/2020
Registrar(Acting)
Visva-Bharati

3.1.2020
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