



VISVA-BHARATI  
SANTINIKETAN

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

Date: 21/11/2017

The Joint Registrar(Accounts)  
Visva-Bharati

Sub: 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 Deputy Registrar (Accounts) earlier.  
Details are given below:-

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Smt. Alpana Kundu, Sr. Asstt., Registrar's Office(A/c. Office), V.B.	1992015	Andaman	09/01/2018-17/01/2018
2.	Sri Avik Ghosh, Asstt. Lecturer, Siksha Satra, V.B.	1988031	Kerala	26/12/2017-02/01/2018
3.	Smt. Gargi Ghosh, Asstt. Lecturer, Siksha Satra, V.B.	1997035	Kerala	26/12/2017-02/01/2018
4.	Sri Manas Kumar Kundu, P.A.(Level-B, Legal Cell(Patha-Bhavana), V.B.	1988116	Andaman	09/01/2018-17/01/2018
5.	Sri Pabitra Mandal, Pharmacist, P.M.H., V.B.	2012035	Andaman	12/12/2017-19/12/2017
6.	Sri Ram Kanta Roy, Office Asstt., DSW Office(Sangit-Bhavana), V.B.	1992043	Andaman	25/01/2018-02/02/2018
7.	Smt Swarnali Bhattacharya, Associate Professor, P.S.B., V.B.	2013011	Chakori, Kumayun, Uttarakhand	20/12/2017-30/12/2017
8.	Sri Tapas Hazra, Peon, Accounts Office, V.B.	2000040	Kolkata	10/11/2017-11/11/2017

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

Copy to:-

1. Person concerned(8)
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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