



VISVA-BHARATI  
SANTINIKETAN

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

Date: 07/01/2020

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 Asit Baran De, Section Officer, E-III, V.B.	1988068	Chandipur, Orissa	20/11/2019- 23/11/2019
2.	Sri Bikash Chandra Ghosh, Jr. Office Assistant, Department of Chemistry, V.B.	2002055	Andaman	22/10/2019- 30/10/2019
3.	Sri Purna Chandra Mondal, Driver, CTC, V.B.	2001085	Andaman	22/10/2019- 30/10/2019
4.	Dr. Rafiqul Islam, Associate Professor, Deptt. of Life long Learning & Ext., P.S.V., V.B.	1985061	Mizoram (Aizwal)	19/11/2019- 22/11/2019
5.	Sri Raj Mallick, Assistant Registrar, Accounts Section, V.B.	2012040	North Lakhimpur	02/10/2019- 17/10/2019
6.	Sri Shyamal Tudu, Lab. Assistant, deptt. of Chemistry, V.B.	2008027	Andaman	22/10/2019- 30/10/2019
7.	Smt Srabani Bhattacharya, Assistant Lecturer, Patha-Bhavana, V.B.	1994015	Andaman	02/10/2019- 08/10/2019
8.	Smt. Suchhanda Mondal, Assistant Professor, Deptt. of Soil Science & Agril Chemistry, P.S.B., V.B.	2004017	Bardhaman	26/10/2019- 27/10/2019
9.	Sri Sudarsan Biswas, Associate Professor, Deptt. of Physical Education, V.B	2010008	Mussori, Haridwar	16/10/2019- 25/10/2019

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

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

*FB*  
7.1.2020

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7/1/2020