



VISVA-BHARATI
SANTINIKETAN

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

Date:08/10/2018

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. Chaya Ranjini Chakraborty, Asstt. Lecturer, Patha-Bhavana, V.B.	1988006	Bangalore	10/10/2018-23/10/2018
2.	Sri Debasish Roy, Proof Reader, Publishing Deptt., V.B.	1987054	Dalhausie	01/11/2018-13/11/2018
3.	Sri Goutam Kumar Ghoshal, Asstt. Engineer, Engineering Section, V.B.	1992028	Jaisalmer	27/09/2018-05/10/2018
4.	Sri Kumar Vikrant Basak, Asstt. Lecturer, Patha-Bhavana, V.B.	2014048	Jaipur	20/10/2018-01/11/2018
5.	Sri Premanshu Chakraborty, Associate Professor, Deptt. of Geography, V.B.	2014041	Arunachal Pradesh	28/10/2018-05/11/2018
6.	Sri Shyamal Kabiraj, Sr. Asstt., Finance Office, V.B.	1988157	Tarakeswar	14/10/2018-28/10/2018
7.	Sri Soumen Saha, Section Officer, Bhasha-Bhavana, V.B.	1993004	Shillong	19/10/2018-27/10/2018
8.	Sri Tapas Hazra, Peon, Accounts' Office, V.B.	2000040	Kolkata	05/10/2018-06/10/2018

Necessary steps may please be taken accordingly.

Assistant 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

8.10.18 02/10/18