



VISVA-BHARATI
SANTINIKETAN

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

Date:05/07/2019

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 Chanchal Kumar Chatterjee, DEO-CUM-JCO, Computer Centre, V.B.	1987020	Bangalore	09/05/2019-19/05/2019
2.	Sri Digvijay Singh Dhakre, Assistant Professor, P.S.B., V.B.	2012011	Gwalior	08/05/2019-18/05/2019
3.	Sri Gopal Mukherjee, Helper, Deptt. of Bio-Technology, V.B.	2002009	Kolkata	26/04/2019-28/04/2019
4.	Sri Meghnath Mukherjee, Driver, C.T.C., V.B.	2001090	Kolkata	09/05/2019-19/05/2019
5.	Prof. Pijush Kanti Ghosh, Deptt. of Physics, V.B.	2005023	Chamba, H.P.	05/05/2019-17/05/2019
6.	Sri Subhas Chandra Roy, Assistant Professor, Hindi-Bhavana, V.B.	2005038	Ajmer	15/10/2018-28/10/2018

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(6)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell

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

Assistant Registrar
(Establishment)

5.7.19

05/07/19