



VISVA-BHARATI
SANTINIKETAN

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

Date:01/10/2018

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.	Sri Alakananda Hazra, Assistant Professor, Deptt. of Chemistry, V.B.	2006025	Kochi, Munar	16/10/2018-24/10/2018
2.	Sri Amit Roy, Associate Professor, Deptt. of Biotechnology, V.B.	2002045	Uttarakhand	14/10/2018-29/10/2018
3.	Sri Ashis Mitra, Assistant Professor, Silpa Sadana, V.B.	2001065	Dehradun	22/10/2018-01/11/2018
4.	Sri Dibyendu Paladhi, Copy Editor, Publishing Department, V.B.	2014013	Puri	18/09/2018-22/09/2018
5.	Smt. Gita Mahato, Nursing Officer, P.M.H., V.B.	2012034	Shilong, Guwahati	14/10/2018-19/10/2018
6.	Sri Indramani Sahoo, Assistant Professor, Deptt. of Odia, V.B.	2013017	Rameswaram	16/10/2018-24/10/2018
7.	Sri Prabir Dey, Office Assistant, Deptt. of Environment Studies, Siksha-Bhavana, V.B.	1996052	Agra	18/10/2018-26/10/2018
8.	Sri Samindra Bhowmick, Proof Reader, Deptt. of Publishing Department, V.B.	1990080	Nainital-Kathgodam	15/11/2018-28/11/2018
9.	Smt. Susmita Pal, Nursing Staff, P.M.H., V.B.	1997060	Jaisalmir	27/10/2018-08/11/2018
10.	Sri Uttam Kumar Pal, Laboratory Technician, P.M.H., V.B.	1989042	Jaisalmir	27/10/2018-07/11/2018

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

1.10.18

Copy to:-

1. Person concerned(10)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website