



VISVA-BHARATI
SANTINIKETAN

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

Date:07/10/2017

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.	Prof. Abhra Bose, Deptt. of Bengali, V.B.	1995035	Ahmedabad	28/09/2017-07/10/2017
2.	Sri Debabrata Sarkar, Sr. Laboratory Asstt., Plant Protection, P.S.B., V.B.	1990062	Kanyakumari	01/10/2017-11/10/2017
3.	Sri Goutam Saha, Asstt. Lecturer, Siksha-Satra, V.B.	2011010	Kanyakumari	01/10/2017-11/10/2017
4.	Sri Nirmal Kumar Mandal, Associate Professor, Deptt. of Bengali, V.B.	2002067	Bombay, Goa	29/09/2017-09/10/2017
5.	Sri Prasanta Kumar Ghosh, Associate Professor, Sangit-Bhavana, V.B.	2001121	Puri	02/10/2017-08/10/2017
6.	Smt. Sangita Saikia, Asstt. Professor, Deptt. of Assamese, V.B.	2007025	Andaman	16/10/2017-24/10/2016

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Sub: Approval towards encashment of 10 days earned leave prior to commencement of LTC journey

Sl.No.	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
7.	Smt. Shreela Bose, Asstt. Professor, Deptt. of Bengali, V.B.	2009025	Ahmedabad	28/09/2017-07/10/2017
8.	Sri Sudipta Chakraborty, Jr. Office Asstt., Deptt. of Engineering, (N.C.C.Office), V.B.	2000041	Andaman	11/10/2017-18/10/2017
9.	Sri Surojit Sen, Asstt. Lecturer, Patha-Bhavana, V.B.	1993024	Kerala	30/09/2017-15/10/2017

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

07/10/17

7/10/17

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