VISVA-BHARATI
SANTINIKETAN

Ref.No. V.B./EST-II/33   Date:10/09/2016

The Accounts Officer
Visva-Bharati

Sub: 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.	Sk. Ajbahar, Security Guard, W&W, V.B.	1988100	Bangaluru	05/06/2016-13/06/2016
2.	Sri Amitava Paul, Associate Professor, CIHAB, P.S.B., V.B.	2003011	Shimla-Amritsar	24/05/2016-07/06/2016
3.	Dr. Arindam Chatterjee, Sr. Medical Officer, P.M.H., V.B.	1997058	Kashmir	25/05/2016-30/05/2015
4.	Smt. Nilanjana Sen, Asstt. Lecturer, Patha-Bhavana, V.B.	1998020	Mumbai	25/05/2016-06/06/2016
5.	Prof. Saroj Lumar Pyne, ASEPAN, P.S.B., V.B.	1985057	Andaman	14/08/2016-23/08/2016
6.	Sri Pabitra Kumar Biswas, Associate Professor, ASEPAN, P.S.B., V.B.	2010015	Manali	24/05/2016-07/06/2016
7.	Smt. Sikha Bhaskar, Helper, Mrinalini Girls' Hostel, V.B.	1990041	Kolkata	07/07/2016-09/07/2016
8.	Smt. Sudha Gupta, Asstt. Lecturer, Siksha-Satra, V.B.	1988120	Noida	21/07/2016-05/08/2016
9.	Sri Surja Kumar Saikia, Asstt. Professor, Deptt of Zoology, Siksha-Bhavana, V.B.	2009033	Andaman	07/03/2016-15/03/2016
10.	Smt. Tanuka Das, Associate Professor, DEOMEL, V.B.	1990053	Amritsar, Manali	12/07/2016-26/07/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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