

VISVA-BHARATI
SANTINIKETAN

Date:05/07/2019

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

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.	Prof. Bhaskar Jyoti Basu, Deptt. of History, V.B.	1982018	New Delhi	19/03/2019-27/03/2019
2.	Sri Biswajit Pandey, Asstt. Professor, Deptt. of Physics, V.B.	2009050	Hyderabad	17/04/2019-25/04/2019
3.	Smt. Jarina Bibi, Rabindra-Bhavana, V.B.	2002075	Shimla, Manali, Rotangpass	11/04/2019-23/04/2019
4.	Sri Sakshi Gopal Saha, Office Asstt., Community College, V.B.	1990037	Sainthia	19/04/2019-21/04/2019

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

Copy to:-

1. Person concerned(4)
2. Guard file
3. Personal file

4. Hindi Officer, Hindi Cell

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

5.7.19. 05/07/19