



VISVA-BHARATI
SANTINIKETAN

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

Date:01/09/2018

The Joint Registrar(Accounts)
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.	Abu Taleb Mollah, Assistant Dying in Weaving Textile, Silpa Sadana, V.B.	1992077	Durgapur, Jamuha	05/08/2018-06/08/2018
2.	Smt. Banatanwi Dasmahapatra, Associate Professor, Kala-Bhavana, V.B.	2014025	Kharagpur	21/07/2018-31/07/2018
3.	Sri Birendra Kumar, Hindi Typist, Rajbhasha Cell, V.B.	2012039	Baranasi	29/07/2018-04/08/2018
4.	Smt. Gita A. Keeni, Associate Professor, Deptt. of Japanese, V.B.	1989038	Kolkata	28/07/2018-02/08/2018
5..	Sri Ram Bilas Mahato, Jr. Office Asstt., Computer Centre, V.B.	1988083	Chennai	10/03/2018-20/03/2018
6.	Sri Sanjay Kumar Dutta , System Programmer, Computer Centre, V.B.	1989036	Leh, Ladakh	06/06/2018-14/06/2018

Necessary steps may please be taken accordingly.

Assistant Registrar
(Establishment)

2.5.15 01/09/18

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