



गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 1192  
तिथि/Date 22-12-19

VISVA-BHARATI  
SANTINIKETAN

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

Date: 15/12/2019

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.	Sri Mrityunjoy Das, Office Assistant, Siksha-Bhavana, V.B.	2001078	Andaman	02/11/2019-08/11/2019
2.	Smt Nilima Chandra, Staff Nurse, P.M.H., V.B.	2004007	Jampui Hills(Tripura)	25/10/2019-02/11/2019
3.	Smt. Saswati Karmakar, Research Assistant, Rabindra-Bhavana, V.B.	2011028	Varanasi	29/12/2019-01/01/2020

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(3)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell

5. University webmaster - kindly upload it in the University webmaster

201219  
Registrar(Acting)  
Visva-Bharati  
15.12.19  
15/12/19