



VISVA-BHARATI  
SANTINIKETAN

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

Date:06/11/2017

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.	Sri Abhijit Sengupta, Manager, Santiniketan Press, V.B.	1994026	Andaman	16/11/2017- 24/11/2017
2.	Sri Asish Thakur, Professional, Thakur, Siksha-Satra Library, V.B.	1997107	Haridwar	26/12/2017- 03/01/2017
3.	Sri Asit Garai, Laboratory Assistant, Siksha-Satra, V.B.	1997112	Andaman	09/01/2017- 16/01/2018
4.	Sri Atul Prakash Trivedi, Finance Officer, V.B.	2013007	Bhopal	29/11/2017- 03/12/2017
5.	Sri Narottam Dey, Deptt. of Biotechnology, Siksha-Bhavana, V.B.	2009038	Andaman	02/11/2017- 09/11/2017
6.	Sri Ram Kumar Roy, Sr. Asstt., Deptt. of Philosophy, V.B.	1985011	Darbhanga, Bihar	18/10/2017- 28/10/2017
7.	Smt. Vandana Hazra, Asstt. Lecturer, Siksha-Satra, V.B.	2001130	Andaman	09/01/2018- 16/01/2018

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar  
(Establishment)

06/11/17

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