



VISVA-BHARATI  
SANTINIKETAN

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

Date: 22/09/2017

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.	Smt. Anjana Mandal, Sr. Asstt., Internal Audit Office, V.B.	1986005	Assam, Shillong	12/10/2017-21/10/2017
2.	Smt. Larisha M. Lyndem, Associate Professor, Deptt. of Zoology, V.B.	2007016	Srinagar	02/10/2017-06/10/2017
3.	Sri Rajarshi Biswas, Associate Professor, Deptt. of Painting, Kala-Bhavana, V.B.	2006032	Joshimath (Uttarakhand)	31/10/2017-13/11/2017
4.	Sri Sanat Bhattacharya, Asstt. Librarian, Siksha-Bhavana, V.B.	2000069	Chennai, Pondichery	20/10/2017-29/10/2017
5.	Smt. Susmita Chakraborty, Section Officer, Accounts' Office, V.B.	2001109	Rotang Pass	03/10/2017-13/10/2017
6.	Sri Tapas Kumar Choudhury, P.A. to Registrar(level-B), Registrar's Office, V.B.	1988117	Andaman	11/10/2017-18/10/2017

Necessary steps may please be taken accordingly.

Joint Registrar  
(Establishment)

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