



VISVA-BHARATI
SANTINIKETAN

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

Date: 20/01/2017

The Accounts Officer
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. | Smt Alpana Kundu, Office Asstt., R/O, V.B. | 1992015 | Naihati, Hazinagar | 27/12/2016-29/12/2016 |
| 2. | Sri Amiya Roy, Office Asstt., Examination Section,(A/c. Office), V.B. | 2001006 | Andaman | 23/09/2016-01/10/2016 |
| 3. | Sri Arup Bhattacharya, Asstt. Lecturer, Siksha-Satra, V.B. | 2005037 | Jaisalmer | 19/12/2016-01/01/2017 |
| 4. | Sri Dharmendra Roy, Security Guard, W&W, V.B. | 1993058 | Madhubani | 01/12/2016-11/12/2016 |
| 5. | Sri Manas Kumar Kundu, P.A.(Level-B), Legal Cell, (Patha-Bhavana), V.B. | 1988116 | Naihati, Hazinagar | 27/12/2016-29/12/2016 |
| 6. | Smt. Mitali Saikia, Je. Engineer, Engg. Office, V.B. | 2010017 | Jorhat(Assam) | 26/12/2016-01/01/2017 |
| 7. | Sri Nirajan Jena, Associate Professor, Deptt. of Sanskrit, V.B. | 2007011 | Jaipur, Rajasthan | 09/12/2016-20/12/2016 |
| 8. | Prof. Rabindranath Mishra, Deptt. of Hindi, V.B. | 2013016 | Cuttak, Chilka | 05/10/2016-05/10/2016 |

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| Sl. No. | Name, Designation & Department | ID No. | Place | Period of LTC journey for leave encashment |
|---------|--|---------|-----------------|--|
| 9. | S.K.Samsuzzoha, Generator Helper, Rabindra-Bhavana, V.B. | 2001092 | Kolkata | 20/12/2016-31/12/2016 |
| 10. | Smt. Sanchita Pal Choudhuri, Asstt. Professor, Computer & System Science, V.B. | 2002088 | Panskura (H.T.) | 23/12/2016-02/10/2017 |
| 11 | Sri Sanjay Kumar Rakshit, Office Asstt., E-I, (R/O), V.B. | 1998004 | Baruipur | 23/12/2016-28/12/2016 |
| 12. | Sri Sourav Das Thakur, Asstt. Professor, DEOMEL, V.B. | 2002100 | Panskura (H.T.) | 23/12/2016-02/01/2017 |

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(12)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

20.1.17

20/01/17

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