



**VISVA-BHARATI
SANTINIKETAN**

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

Date:01/08/2015

The Deputy 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(s).

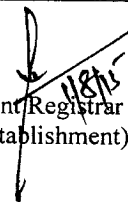
It may further be noted that 10 days leave encashment would be made to the employees who have submitted LTC final bills for adjustment.

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.	Period of journey	Place
1.	Smt. Achina Majumdar, Asstt. Lecturer, Siksha-Satra, V.B.	1990031	12/06/2015-21/06/2015	Bangalore
2.	Prof. Sumanta Kumar Mondal, Deptt. of Physical Education, Vinaya-Bhavana, V.B.	1994037	03/06/2015-12/06/2015	Andaman
3.	Sri Saugata Chattopadhyay, Joint Registrar(Establishment), V.B.	2009001	17/07/2015-20/07/2015	H.T.(Kolkata)
4.	Sri Supriya Sen, Pump Operator, Engineering Section, V.B.	1984006	10/04/2015-20/04/2015	Ooty, Mysore

Necessary steps may please be taken accordingly.


Joint Registrar
(Establishment)

Copy to:-

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