



VISVA-BHARATI
SANTINIKETAN

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

Date:02/02/2016

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.

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 Adinath Majee, Associate Professor, Deptt. of Chemistry, Siksha-Bhavana, V.B.	2001089	Bangaluru, Mysore	25/12/2015-03/01/2016
2.	Sri Andnda Gopal Singha, Security Guard, W & W, V.B.	1986024	Andaman	12/11/2015-21/11/2015
3.	Sri Bhuban Mohan Chakraborty, Sr. Asstt., E-III, V.B.	1990016	H.T.(Sainthia)	03/01/2016-04/01/2016
4.	Sri Biswajit Mandal, Asstt. Professor, Deptt. of Economics, Vidya-Bhavana, V.B.	2004046	Arunachal Pradesh	24/12/2015-30/12/2015
5.	Sri Kallol Datta Mandal, Jr. Engineer, Engineering Deptt., V.B.	1988025	Ratnagiri, Mumbai	25/12/2015-09/01/2016
6.	Sri Nirmal Sadhan Banerjee, Security Guard, W & W, V.B.	1994025	Andaman	12/11/2015-21/11/2015
7.	Sri Prabir Kumar Ghosh, Technical, Deptt. of Botany, Siksha-Bhavana, V.B.	1985022	Goa	19/10/2015-30/10/2015
8.	Sri Sanjit Hazra, Groundsman, Sports Board, Vinaya-Bhavana, V.B.	1988056	Kolkata	04/01/2016-07/01/2016

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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Copy to:-

1. Person concerned(8)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload the office order in the University website