



VISVA-BHARATI
SANTINIKETAN

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

Date:29/10/2015

The Deputy 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 Avijit Banerjee, Associate Professor, Deptt.of Chinese, Bhasha-Bhavana, V.B.	2003027	Kerala	21/10/2015-30/10/2015
2.	Sri Biswajit Ray, Asstt. Professor, Deptt. of Bengali, Bhasha-Bhavana, V.B.	2008004	Andaman	29/10/2015-04/11/2015
3.	Sri Daibakinandan Das, Asstt. Registrar(Accounts'), V.B.	1997087	Kanyakumari	21/10/2015-30/10/2015
4.	Sri Debasis Dutta, Joint Registrar, Aca & Research, V.B.	2002084	Goa	24/10/2015-05/11/2015
5.	Sri Dibas Mondal, Sr Asstt., Deptt. of Physical Education, V.B.	1987003	Shillong-Guwahati	21/10/2015-27/10/2015
6.	Sri Dwarika Prasad Dutta, Jr. Engineer, Engineering Section, V.B.	1997068	Andaman	26/10/2015-02/11/2015

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7.	Sri Jalad Baran Das, P.A.to Finance Officer, V.B.	1988050	Shillong- Guwahati	21/10/2015- 27/10/2015
8.	Sri Ramesh Chandra Kundu, Sr. Laboratory Asstt, P.S.B., V.B.	1980007	Andaman	18/11/2015- 25/11/2015
9.	Sri Sonjoy Kumar Pal, Technical Asstt., P.S.B., V.B.	1998030	Shillong- Guwahati	28/10/2015- 04/11/2015
10.	Prof. Santi Ranjan., Mitra, ASEPAN, P.S.B., V.B.	1988130	Kanyakumari	19/10/2015- 12/11/2015
11.	Sri Subir Mondal, Jr. engineer, Engg. Deptt., V.B.	1997097	Kanyakumari	21/10/2015- 30/10/2015
12.	Sri Tapan Kumar Jash, Section Officer, R.B.Section, V.B.	1991047	Andaman	26/10/2015- 03/11/2015
13.	Prof. Udaya Narayana Singh, Rabindra-Bhavana, V.B.	2009030	Nainital	10/10/2015- 24/10/2015

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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Copy to:-

1. Person concerned(13)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload the office order in the University website



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SANTINIKETAN**

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

Date:29/10/2015

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 employees :

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.	Sri Asit Kumar Dutta, Sr.Asstt., Accounts' Office, V.B.	1983040	22/08/2015-23/08/2015	Kolkata
2.	Sri Gurudayal Sutradhar, Office Asstt., Accounts' Office, V.B.	2000024	22/08/2015-23/08/2015	Kolkata
3.	Sri Krishnendu Ganguly, Sr. Compositor, Santiniketan Press, V.B.	1984013	04/10/2015-05/10/2015	Nadia(H.T.)
4.	Prof. Panchanan Nath, Deptt. of Zoology, Siksha-Bhavana, V.B.	1980062	06/09/2015-17/09/2015	Cochi-Trivandrum
5.	Prof. Raj Kumar Konar, Silpa-Sadana, P.S.V., V.B.	1987043	04/06/2015-15/06/2015	J&K
6.	Sri Shib Shankar Konar, Sr. Machineman, Santiniketan Press, V.B.	1982006	15/09/2015-22/09/2015	Nasik
7.	Sunil Kumar Dawn, Office Asstt., Accounts' Office, V.B.	1988091	15/02/2015-22/02/2015	Varanasi

Necessary steps may please be taken accordingly.

Joint Registrar
(Establishment)

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