



VISVA-BHARATI
SANTINIKETAN

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

Date: 14/01/2016

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.	Sk Abu Masud Ali, Office Asstt., R.B.Section, V.B.	2000074	Andaman	18/01/2016-27/01/2016
2.	Sri Bama Charan Pal, Semi Professional Asstt., Samindra Sishu Pathagar, Patha-Bhavana, V.B.	2001050	Andaman	12/01/2016-21/01/2016
3.	Sri Biswajit Biswas, Cleaner, Central Library, V.B.	1995013	Andaman	12/01/2016-21/01/2016
4.	Sri Krishna Gopal Pramanik, Sr. Asstt., Meeting Section, V.B.	1997029	Andaman	18/01/2016-27/01/2016
5.	Sri Ratan Kumar Ojha, Peon, Examination Section, V.B.	1995108	Puri	18/02/2016-22/02/2016
6.	Md. Sanaullah Mollick, Sr. Asstt., Meeting Section, V.B.	2000077	Andaman	18/01/2016-27/01/2016
7.	Sri Santi Ranjan Das, Office Asstt., Central Library, V.B.	1995038	Andaman	12/01/2016-21/01/2016

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned(7)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload the office order in the University website

Joint Registrar
(Establishment)

14.01.16

14/01/16
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