

गणित्र सदन / Computer Centre

विश्वभारती / Visva-Bharati

सारांश सं./Docket No. 662

तिथि/Date 21-9-17



VISVA-BHARATI
SANTINIKETAN

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

Date: 15/09/2017

The Joint 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 Bipad Taran Sutradhar, Carpenter, Engineering Deptt., V.B.	1988138	Kolkata	20/08/2017-23/08/2017
2.	Sri Brojo Gopal Das, Electrician, Engineering Deptt., V.B.	1997054	Kolkata	20/08/2017-23/08/2017
3.	Sri Khokan Chandra Roy, Driver, C.T.C., V.B.	2002073	Kolkata	21/08/2017-22/08/2017
4.	Sri Manik Sarkar, Electrician, Engineering Deptt., V.B.	1997048	Bhedia	12/08/2017-15/08/2017

Necessary steps may please be taken accordingly.

Copy to:-

1. Person concerned (4)

2. Guard file

3. Personal file

4. Hindi Officer, Hindi Cell

5. University Webmaster- Kindly upload it in the University website

Joint Registrar
(Establishment)

15/9/17

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