



VISVA-BHARATI
SANTINIKETAN

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

Date: 22/10/2021

a/u/m

The Joint 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 to convey that administrative approval has been accorded towards payment of 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 Ambarish Nandan, Assistant Professor, Department of Painting, Kala-Bhavana, V.B.	2001125	Pangong, Ladakh	09/10/2021-18/10/2021
2.	Smt. Chitrallekha Maiti, Assistant Professor, Department of Education, Vinaya-Bhavana, V.B.	2010007	Shillong	22/10/2021-28/10/2021
3.	Smt. Samapti Samanta, Section Officer, Establishment-II, V.B.	2002013	Pangong, Ladakh	09/10/2021-18/10/2021
4.	Sri Sandip Debnath, Assistant Professor, Department of Genetic and Plant Breeding, P.S.B., V.B.	2015003	Bikaner, Jaipur	17/10/2021-29/10/2021
5.	Sri Santi Ranjan Das, Senior Assistant, HBA & Statistics, V.B.	1995038	Shillong, Dawki	14/10/2021-21/10/2021

Necessary steps may please be taken accordingly.

Registrar (Acting)
Visva-Bharati

Copy to:-

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