



VISVA-BHARATI
SANTINIKETAN

Ref.No.V.B./Est-II/ 21/

Date: 10/12/2015

The Deputy Registrar
(Accounts)

Sub.: Approval of LTC advance
Ref.: Submission of LTC application for advance

The undersigned is directed to convey that competent authority has been pleased to sanction LTC advance in favour of the following employee(s) of the University subject to the following condition :-

- i) The official should produce evidence of purchase of tickets within 10 days of receipt of the advance to the Accounts Office for confirmation of journey
- ii) Claim/Adjustment should be submitted within one month from the date of return journey, otherwise, penal interest as applicable rate would be levied

Details of advance are given below for taking necessary action

| Sl.No. | Name of the employee, Department and ID No. | Place of visit | Duration | Block | Advance amount sanctioned |
|--------|--|----------------|-----------------------|----------------------|---------------------------|
| 1. | Sri Amit Kumar Biswas, Asstt Professor, Deptt. of Economics & Politics, V.B. 2004059 | Andaman | 23/01/2016-30/01/2016 | 2014-2015(extn.2016) | 75,000/- |
| 2. | Prof. Somdatta Mandal, DEOMEL, Bhasha-Bhavana, V.B. 2002049 | Kutch, Gujrat | 04/01/2016-11/01/2016 | 2014-2015 | 40,000/- |

Joint Registrar
Establishment

PAJ
10.12.15 10/12/15

Copy to :-

- 1) Person Concerned
- 2) University Webmaster : with a request to upload in the University Website
- 3) Personal file