

गणित्र सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 641
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 Joydeb Chattopadhyay, Jr. Engineer, Engineering Section, V.B.	2004036	Guskara	28/08/2017- 28/08/2017
2.	Sri Notan Ghosh, Jr. Machineman, Santiniketan Press, V.B.	1988039	Kolkata	21/08/2017- 23/08/2017
3.	Sri Sadhin Goswami, Jr. Office Asstt., Engineering Deptt., V.B.	2000031	Kolkata	29/08/2017- 31/08/2017
4.	Smt. Tulshi Goswami, Engg. Deptt., Engineering Deptt., V.B.	2001030	Kolkata	01/09/2017- 03/09/2017

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)

15/09/17

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