



VISVA-BHARATI
SANTINIKETAN

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

Date: 14/11/2015

The Deputy Registrar
(Accounts)
Visva-Bharati

Sub.: Approval of LTC adjustment / claim
Ref.: Submission of LTC bill

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

- i) Claim/Adjustment would be settled within 10 days from the date of issuing this Office Order by the Official; otherwise, claim due from the employee would be adjusted against the monthly salary of the next month by the Accounts Office.

Sl.No.	Name of the employee, Department and ID No.	Place of visit	Duration	Block	Advance amount ₹.	LTC bill sanctioned ₹.
01.	Sri Anup Prasad, Jr. Office Asstt., Legal Cell, V.B. 2011045	Patna	07/06/2015-14/06/2015	2015	17000/-	3355/-
02.	Sri Bhuban Mohan Chakraborty, Sr. Asstt., E-III, V.B. 1990016	Kolkata	14/08/2015-16/08/2015	2014-2015	00	160/-

Joint Registrar
Establishment

16.11.15

Copy to :-

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