



VISVA-BHARATI
SANTINIKETAN

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

Date: 02/11/2023

The Joint Registrar (Accounts)
Visva-Bharati

Sub: Administrative 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 employees.

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 (03) 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	Previously Availed (No.)
1.	Sri Animesh Ch. Chandra, Assistant Professor, Department of HCM, Sangit Bhavana, V.B.	1989017	Kolkata	26/06/2023-30/06/2023	01
2.	Sri Bidyut Kumar Sarkar, Technical Assistant, Granthana Vibhaga, V.B.	1997098	Pahalgam	17/08/2023-27/08/2023	04
3.	Sri Dilip Kumar Mondal, Senior Assistant, Granthana Vibhaga, V.B.	1994005	Pahalgam	17/08/2023-28/08/2023	03
4.	Sri Jisnu Mitra, Office Assistant, Academic & Research Section, V.B.	2001023	Port Blair	10/09/2023-17/09/2023	05
5.	Smt. Jyotsna Chatterjee, Senior Assistant (Archive), Central Library, V.B.	1997031	Madgaon	04/09/2023-19/09/2023	03
6.	Sri Purna Chandra Das, Peon, Academic & Research Section, V.B.	2000043	Port Blair	10/09/2023-17/09/2023	03

Necessary steps may please be taken accordingly.


Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(06)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website