



VISVA-BHARATI
SANTINIKETAN

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

Date: 30/10/2025

The Joint Registrar (Accounts)
Visva-Bharati

Sub: Administrative approval towards encashment of 10 days earned leave for LTC journey

This is to inform you that the competent authority has been pleased to approve encashment of 10 days earned leave as admissible for availing LTC journey in favour of the following employees.

It may please 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 of these employees 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 Debabrata Baroi, Accounts Office, V.B.	1988089	Chennai	30/09/2025-13/10/2025	03
2.	Sri Debashis Chatterjee, Assistant Professor, Department of Statistics, Siksha-Bhavana, V.B.	2021008	Pune	23/06/2025-02/07/2025	00
3.	Sri Maloy Sutradhar, Assistant Registrar, Examination Section, V.B.	2012002	Srinagar	01/10/2025-08/10/2025	05
4.	Sri Suranjan Ghosh, Assistant Registrar, Examination Section, V.B.	1989021	Chandigarh	28/09/2025-05/10/2025	04
5.	Sri Shyamsundar Bairagya, Associate Professor, Department of Education, Vinaya-Bhavana, V.B.	2014044	Havelock Island	03/10/2025-12/10/2025	04
6.	Sri Utpal Hazra, Assistant Registrar, Central Purchase Section, V.B.	1994013	Amritsar	02/10/2025-16/10/2025	03

Necessary steps may please be taken accordingly.


30/10/2025
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