



VISVA-BHARATI
SANTINIKETAN

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

Date: 03/12/2025

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.	Smt. Gita Singha, Chief Metron, Patha-Bhavana, V.B.	2012029	Kanyakumari	17/10/2024-27/10/2024	00
2.	Sri Rabi Sankar Pal, Semi Professional Assistant, Vinaya Bhavana Library, V.B.	2001053	Guwahati	14/10/2025-20/10/2025	03
3.	Sri Shyam Sundar Das, Senior Assistant, R.B. Section, Finance Office, V.B.	1989041	Shillong	02/10/2025-07/10/2025	03

Necessary steps may please be taken accordingly.

 03/12/2025
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(03)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website