



VISVA-BHARATI
SANTINIKETAN

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

Date: 19/10/2022

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
1.	Sri Abu Taleb Mollah, Assistant Dying in Weaving Textile, Silpa-Sadana, V.B.	1992077	Kolkata	16/09/2022-18/09/2022
2.	Sri Ranjit Guin, Office Assistant, Department of Geography, Vidya-Bhavana, V.B.	1997122	Paligram	12/09/2022-13/09/2022
3.	Sri Sankar Bhadra, Pipe Line Mistry, Engineering Department, V.B.	1991016	Kolkata	03/09/2022-09/09/2022

Necessary steps may please be taken accordingly.


19/10/2022
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(03)

2. Guard file

3. Personal files

✓ 4. University Webmaster- Kindly upload it in the University website