



VISVA-BHARATI
SANTINIKETAN

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

Date: 12/11/2025

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 Aailed (No.)
1.	Sri Bama Charan Pal, Professional Assistant, Siksha-Satra, V.B.	2001050	Kolkata	26/10/2025-27/10/2025	03
2.	Sri Manindra Majhi, Laboratory Assistant, Department of Zoology, Siksha-Bhavana, V.B.	1997110	Digha	15/10/2025-18/10/2025	02
3.	Sri Shakti Prasad Chakraborty, Accompanist, Sangit Bhavana, V.B.	2014003	Port Blair	08/10/2025-15/10/2025	05
4.	Sri Shib Shankar Roy, Senior Assistant, Accounts Office, V.B.	1988058	Kolkata	22/10/2025-24/10/2025	04
5.	Sri Tanup Kumar Nath, Preservation Assistant, Kala Bhavana, V.B.	2009056	Visakhapatnam	13/10/2025-21/10/2025	04

Necessary steps may please be taken accordingly.

 12/11/2025
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(05)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website