



VISVA-BHARATI  
SANTINIKETAN

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

Date: 28/01/2020

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 employee.

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 (3) 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 Arjun Kumar, Assistant Professor, Deptt. of Hindi, V.B.	2009018	Kerala-Kanyakumari	02/10/2019-12/10/2019
2.	Sri Dhaneshwar Manjhi, Assistant Professor, Deptt. of Santali, V.B.	2009019	Kerala-Kanyakumari	02/10/2019-12/10/2019
3.	Sri Dhiren Das, Machineman, Silpa Sadana, V.B.	2002070	Chennai	16/09/2019-24/09/2019
4.	Prof. Kashinath Bhattacharya, Deptt. of Botany, V.B.	1988001	Delhi	14/10/2019-20/10/2019
5.	Sri Manabesh Roy, Jr. Office Assistant, Siksha-satra, V.B.	2001041	Jaisalmir	18/10/2019-31/10/2019
6.	Sri Manoj Kumar Biswas, Field Organisor, Deptt. of Social Work, V.B.	2008033	Dharamsala, Delhi	09/10/2019-20/10/2019
7.	<del>Smt Nilima Chandra, Staff Nurse, P.M.H., V.B.</del>	<del>2004007</del>	<del>Jampui Hills (Tripura)</del>	<del>25/10/2019-02/11/2019</del>
8.	Sri Sarata Kumar Jena, Assistant Professor, Odia Department, V.B.	2009014	Kanyakumari, Kerala	02/10/2019-12/10/2019
9.	Smt. Sarbari Dutt, Assistant Lecturer, Patha-Bhavana, V.B.	1992003	Trivandrum	12/11/2019-18/11/2019
10.	Smt Shampa Roy(Bhuty), Assistant Lecturer, Siksha-Satra, V.B.	2005040	Guwahati	29/09/2019-29/10/2019
11.	Smt. Shyamali Sengupta(Majumder), Assistant Professor, Silpa Sadana, V.B.	1998029	Chennai	16/09/2019-24/09/2019

Necessary steps may please be taken accordingly.

*Shel*  
5/2/2020  
Registrar(Acting)  
Visva-Bharati

Copy to:-

1. Person concerned(11)

2. Guard file

3. Personal file

4. Hindi Officer, Hindi Cell

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