



VISVA-BHARATI  
SANTINIKETAN

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

Date:20/01/2022

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 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 Bikash Mukherjee, Work Assistant, Engineering Department, V.B.	1985049	Kolkata	08/12/2021-10/12/2021
2.	Sri Kallol Datta Mandal, Junior Engineer, Engineering Department, V.B.	1988025	Kolkata	08/12/2021-10/12/2021
3.	Dr. Sasmita Patel, Assistant Professor, Department of Social Work, P.S.V., V.B.	2012055	Sargipali, Odisha	08/10/2021-25/10/2021
4.	Sri Vivekananda Konar, Work Assistant, Engineering Department, V.B.	1987031	Shimla, Manali	21/10/2021-31/10/2021
5.	Sri Nikhil Chandra Mondal, Former Jr. Engineer, Engineering Section, V.B.	1997067	Kolkata	10/10/2021-11/10/2021
6.	Sri Suranjan Ghosh, Assistant Registrar, Examination Section, V.B.	1989021	Hyderabad	04/09/2021-08/09/2021
7.	Sri Amit Sengupta, University Engineer, V.B.	2002087	Kolkata	12/11/2021-14/11/2021
8.	Sri Priyobrat Chakraborty, Section Officer, Department of Anthropology, Vidya-Bhavana, V.B.	1987041	Baidyabati	02/12/2021-03/12/2021
9.	Prof. Amrit Sen, Department of English, Bhasha-Bhavana, V.B.	1998007	Mumbai	07/12/2021-13/12/2021
10.	Sri Koushik Ghosh, Assistant Librarian, Central Library, V.B.	2000065	Chennai	13/12/2021-19/12/2021
11.	Sk. Abul, Senior Assistant, Finance Office, V.B.	1987011	Bidar	06/12/2021-13/12/2021

Necessary steps may please be taken accordingly.

*Ashish*

Registrar  
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