



VISVA-BHARATI  
SANTINIKETAN

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

Date: 13/01/2026

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. Kakoli Majumder, Sr. Assistant, Accounts Office, V.B.	1997030	Ahmedabad	10/12/2025-19/12/2025	04
2.	Sri Tapas Chandra Ghosh, Sr. Assistant, Computer & System Science, Siksha-Bhavana, V.B.	2001028	Dwarka	10/12/2025-21/12/2025	00
3.	Sri Utpal Mahara, Lab. Assistant, Department of Zoology, Siksha-Bhavana, V.B.	2001002	Guwahati	23/12/2025-29/12/2025	02

Necessary steps may please be taken accordingly.

 13/01/2026  
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