



VISVA-BHARATI
SANTINIKETAN

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

Date: 24/11/2023

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	Previously Availed (No.)
1.	Sri Debashis Roy, Senior Assistant, Karma Sachiba Office, V.B.	2001049	Bilaspur	03/10/2023-06/10/2023	03
2.	Sri Debashis Chakrabarty, Joint Registrar, Examination Section, V.B.	2002086	Gangtok	12/06/2023-16/06/2023	03
3.	Sri Kaushik Pal, Senior Assistant, Internal Audit Office, V.B.	1997117	Srinagar	20/09/2023-01/10/2023	02
4.	Sri Krishna Gopal Garai, Senior Assistant, Indira Gandhi Centre, V.B.	1990082	Leh	06/09/2023-17/09/2023	04
5.	Sri Rathindranath Pal, Office Assistant, Estate Office, V.B.	2001019	Haridwar	19/09/2023-02/10/2023	04
6.	Sri Susobhan Banerjee, Office Assistant, Examination Section, V.B.	1990033	Haridwar	19/09/2023-02/10/2023	02

Necessary steps may please be taken accordingly.


24/11/2023
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(06)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website