



VISVA-BHARATI
SANTINIKETAN

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

Date: 19/07/2023

The Joint Registrar (Accounts)
Visva-Bharati

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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 Dibyendu Mondal, Assistant Lecturer, Siksha-Satra, V.B.	2003002	Unakoti	22/05/2023-26/05/2023	04
2.	Sri Goutam Laha, Semi Professional Assistant, Palli Siksha Bhavana Library, V.B.	2001001	Nagercoil	26/12/2022-02/01/2023	03
3.	Sri Kishore Mondal, Senior Assistant, Siksha-Bhavana Office, V.B.	1993016	Digha	26/05/2023-30/05/2023	05
4.	Prof. Pranab Sarkar, Department of Chemistry, Siksha-Bhavana, V.B.	1998054	Rangpo	28/05/2023-02/06/2023	03

Necessary steps may please be taken accordingly.

20/07/2023
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(04)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website