



VISVA-BHARATI
SANTINIKETAN

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

Date: 14/10/2020
03/11/2020

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 accord administrative approval 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 employees 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 Binoy Bhushan De, Laboratory Assistant, Department of Philosophy, V.B.	1981070	Haridwar	21/02/2020-28/02/2020
2.	Sri Keshab Mondal, Former Sr. Compositor, Santiniketan Press, V.B.	1988126	Kolkata	14/12/2019-15/12/2019
3.	Sri Rupam Singha Roy, Professional Assistant, Cheena Bhavana, V.B.	2000016	Bengaluru	08/02/2020-19/02/2020
4.	Smt. Sanchita Pal, Assistant Professor, Computer & System Science, V.B.	2002088	Badrinath	24/09/2019-04/10/2019
5.	Smt. Sudhi Mandloi, Assistant Professor, Department of History, V.B.	2010018	Andaman	13/03/2020-19/03/2020

Necessary steps may please be taken accordingly.

Registrar (Acting)
Visva-Bharati

Copy to:-

1. Person concerned(5)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell

5. University Webmaster - kindly upload it in the University website