



VISVA-BHARATI
SANTINIKETAN

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

Date: 06/01/2026

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.	Sri Amulya Kumar Jena, Superintendent (Preservation), Kala Bhavana, V.B.	2009069	New Delhi	04/12/2025-12/12/2025	01
2.	Prof. Pulak Kumar Patha, , Department of Environmental Studies, Siksha-Bhavana, V.B.	2002043	Baleswar	17/10/2025-21/10/2025	02
3.	Sri Subir Ray, Junior Engineer, Engineering Department, V.B.	2000088	Pantnagar	01/11/2025-09/11/2025	03

Necessary steps may please be taken accordingly.

 06/01/2026
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