



VISVA-BHARATI  
SANTINIKETAN

Date: 13/10/2023

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

The Joint Registrar (Accounts)  
Visva-Bharati

17

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.	Prof. Asmita Sengupta, Department of Physics, Siksha-Bhavana, V.B.	1993047	Mumbai	26/12/2022-10/01/2023	02
2.	Sri Kallol Chatterjee, Assistant Professor, Physical Education & Sport Science, Vinaya-Bhavana, V.B.	2014016	Kanyakumari	18/12/2022-25/12/2022	00
3.	Smt. Mahasweta Nandi, Assistant Professor-III, Integrated Science Education & Research Centre, Siksha-Bhavana, V.B.	2009002	Rameshwaram	24/12/2022-01/01/2023	00
4.	Prof. Manabendranath Saha, Department of Bengali, Bhasha-Bhavana, V.B.	2009027	Pondichery	04/03/2023-12/03/2023	00
5.	Sri Manas Ghosh, Associate Professor, Department of Chemistry, Siksha-Bhavana, V.B.	2006002	Gangtok	23/03/2023-27/03/2023	02
6.	Sri Narayan Chandra Sarkar, Assistant Professor, Department of Agronomy, Palli Siksha Bhavana, V.B.	2013004	Diu	24/12/2022-01/01/2023	00
7.	Sri Niranjana Jena, Department of Sanskrit, Pali & Prakrit, Bhasha-Bhavana, V.B.	2007011	Balasore	06/04/2023-10/04/2023	02
8.	Sri Paresh Patra, Senior Assistant, Department of Environmental Studies, Siksha-Bhavana, V.B.	1997027	Kolkata	29/08/2023-30/08/2023	03

Necessary steps may please be taken accordingly.

  
Deputy Registrar (Establishment)  
Visva-Bharati

17/10/2023

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1. Person concerned(08)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website