



VISVA-BHARATI  
SANTINIKETAN

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

Date: 23/11/2021

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 employee.

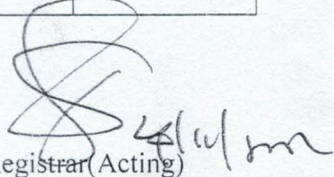
It may further be noted that 10 days leave encashment would be made to the employee who have submitted LTC final bills for adjustment.

It may be ensured that all LTC advances are to be adjusted within a maximum period of three (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 Atanu Saha, Store Khalasi, Development Section, V.B.	1989010	Kopai(H.T.)	09/10/2021-20/10/2021
2.	Sri Ranvir Sumedh Bhagwan, Assistant Professor, Deptt. of Marathi, Bhasha-Bhavana, V.B.	2009032	Potra, Hingoli	11/10/2021-30/10/2021
3.	Sri Santosh Kumar Bhoi, P.A.(Level-B), Development Section, V.B.	2008034	Bhubaneswar	09/10/2021-22/10/2021
4.	Sri Shyamsundar Bairagya, Associate Professor, Deptt. of Education, Vinaya-Bhavana, V.B.	2014044	Srinagar & Jammu	21/10/2021-31/10/2021

Necessary steps may please be taken accordingly.

  
Registrar(Acting)  
Visva-Bharati

Copy to:-

1. Person concerned(4)
2. Guard file
3. Personal file
4. Hindi Officer, Hindi Cell
5. University Webmaster- Kindly upload it in the University website