



VISVA-BHARATI
SANTINIKETAN

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

Date: 06/12/2023

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 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.	Smt. Chitrlekha Maiti, Assistant Professor, Department of Education, Vinaya Bhavana, V.B.	2010007	Chennai	11/09/2023-17/09/2023	01
2.	Sri Kanchan Kumar Laha, Office Assistant, Department of Mathematics, Siksha-Bhavana, V.B.	2001035	Kolkata	03/11/2023-04/11/2023	02
3.	Sri Maloy Sutradhar, Assistant Registrar, Central Purchase Section, V.B.	2012002	Hyderabad	25/10/2023-31/10/2023	05
4.	Sri Pulak Kumar Sarkar, Junior Engineer, Engineering Section, V.B.	2001084	Pahalgam	30/10/2023-09/11/2023	01
5.	Prof. Sudipta Maitra, Department of Zoology, Siksha-Bhavana, V.B.	2004043	Leh	08/09/2023-16/09/2023	02

Necessary steps may please be taken accordingly.

 07/12/2023
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(05)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website