



VISVA-BHARATI  
SANTINIKETAN

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

Date: 09/08/2023

✓ 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.	Sri Ashok Kumar Mahato, Joint Registrar, Estate Office/ Legal Cell, V.B.	2005034	Hyderabad	04/06/2023-23/06/2023	04
2.	Smt. Chaya Rani Mandal (Patra), Assistant Professor, Department of Classical Music, Sangit Bhavana, V.B.	2007034	Hyderabad	28/05/2023-05/06/2023	02
3.	Sri Manju Sinha Sarkar, Professional Assistant, Department of Philosophy & Religion, Vidya-Bhavana, V.B.	1997040	Masundi	19/06/2023-21/06/2023	05
4.	Prof. Narottam Senapati, Department of Sanskrit, Bhasha-Bhavana, V.B.	1994014	Mumbai	27/05/2023-06/06/2023	04
5.	Sri Prasun Kanti Ghoshal, Professional Assistant, Central Library, V.B.	2004023	Padamchen	09/06/2023-14/06/2023	04

Necessary steps may please be taken accordingly.

 10/08/2023  
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