



**VISVA-BHARATI
SANTINIKETAN**

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

Date: 10/11/2025

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 Asish Dutta Majumder, Section Officer, Establishment-III, V.B.	1991005	Kanyakumari	04/10/2025-16/10/2025	03
2.	Sri Chanchal Kumar Das, Senior Assistant, Vice-Chancellor's Office, V.B.	2012033	Havelock Island	03/10/2025-12/10/2025	01
3.	Sri Krishna Bahadur Khatri, Office Assistant, Establishment-III, V.B.	1990025	Kanyakumari	04/10/2025-16/10/2025	03
4.	Sri P. Mukunda Kumar, Assistant Professor, Department of RSDD, Sangit Bhavana, V.B.	2004056	Palakkad	29/09/2025-20/10/2025	02
5.	Sri Radha Raman Mandal, Laboratory Assistant, Department of Botany, Siksha-Bhavana, V.B.	1997119	Puri	21/09/2025-25/09/2025	02
6.	Sri Rajesh K.V., Assistant Professor, Department of RSDD, Sangit Bhavana, V.B.	2012018	Thrissur	27/09/2025-20/10/2025	01
7.	Sri Rajesh Menon. N, Assistant Professor, Department of RSDD, Sangit Bhavana, V.B.	2009034	Palakkad	24/09/2025-20/10/2025	01
8.	Sri Sanat Bhattacharya, Assistant Librarian, Siksha-Bhavana Library, Siksha-Bhavana, V.B.	2000069	Jaisalmer	28/09/2025-07/10/2025	03
9.	Sri Sandip Baul, Technical Assistant, Department of Ceramic and Glass Design, Kala Bhavana, V.B.	2012030	New Jalpaiguri	29/09/2025-05/10/2025	01
10.	Sri Sanjib Kumar Das, Office Assistant, Department of Botany, Siksha-Bhavana, V.B.	2002041	Puri	21/09/2025-25/09/2025	02

Necessary steps may please be taken accordingly.

 10/11/2025
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(10)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website