



VISVA-BHARATI  
SANTINIKETAN

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

Date: 29/09/2023

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. Alpana Kundu, Senior Assistant, Establishment Section - III, V.B.	1992015	Chennai	07/08/2023-18/08/2023	05
2.	Sri Amitava Bandyopadhyay Assistant Professor -III, Department of Physics, Siksha-Bhavana, V.B.	2009023	Mussoorie	05/06/2023-15/06/2023	00
3.	Sri Anil Baran Mandal, former Assistant Lecturer, Patha-Bhavana, V.B.	1996035	Pangong	19/07/2023-26/07/2023	04
4.	Sri Arnab Ghosh, Associate Professor, Department of Anthropology, Vidya-Bhavana, V.B.	2004030	Pangong	03/06/2023-12/06/2023	03
5.	Sri Debasish Das, Assistant Professor, Department of Design Ceramics & Glass, Kala-Bhavana, V.B.	2012046	Srinagar	05/06/2023-14/06/2023	00
6.	Sri Madi Linda, Assistant Professor, Department of Design Ceramics & Glass, Kala-Bhavana, V.B.	2012045	Pahalgam	05/06/2023-14/06/2023	00
7.	Sri Nilanjan Banerjee, Special Officer, Rabindra-Bhavana, V.B.	2007032	Pahalgam	22/06/2023-27/06/2023	03
8.	Sri Nowdor Mollah, Office Assistant, Siksha-Bhavana, V.B.	1985063	Kolkata	19/08/2023-22/08/2023	02
9.	Sri Ramprasad Das, Associate Professor, Department of Social Work, P.S.V., V.B.	1994031	Bangalore	21/07/2023-02/08/2023	02

Necessary steps may please be taken accordingly.

  
Deputy Registrar (Establishment)  
Visva-Bharati

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1. Person concerned(09)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website