

विश्वभारती
VISVA-BHARATI



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

Date: 03/08/2021

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 ~~pleased~~ 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 employees 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 Biswanath Jyoti, Section Officer, Registrar's Office, V.B.	1995077	Kalimpong	16/03/2021-21/03/2021
2.	Sri Subir Ranjan Dey, MTS, Administration Section, V.B.	2014038	Ichhapur	14/03/2021-16/03/2021
3.	Sri Swarupendu Biswas, Section Officer, G.V., V.B.	2012027	Guskara	28/12/2020-29/12/2020

Necessary steps may please be taken accordingly.

Registrar(Acting)
Visva-Bharati

Copy to:-

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