



VISVA-BHARATI  
SANTINIKETAN

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

Date: 17/12/2025

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 Prasanta Kumar Ghosh, Associate Professor, R.S.D.D., Sangit Bhavana, V.B.	2001121	Dawki	28/10/2025-03/11/2024	04
2.	Sri Prasanta Roy, Senior Assistant, Department of Mathematics, Siksha-Bhavana, V.B.	2000050	Bhadrak	24/11/2025-28/11/2025	02
3.	Sri Sagar Hazra, Senior Compositor, Establishment Section-II, V.B.	2011018	Darjeeling	29/11/2025-02/12/2025	00

Necessary steps may please be taken accordingly.

  
18/12/2025  
Deputy Registrar (Establishment)  
Visva-Bharati

Copy to:-

1. Persons concerned(03)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website