



VISVA-BHARATI  
SANTINIKETAN

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

Date: 22/12/2022

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
1.	Sri Adinath Majee, Professor, Department of Chemistry, Siksha-Bhavana, V.B.	2001089	Mumbai	04/10/2022-12/10/2022
2.	Dr. Arindam Chatterjee, M.O.(I) & In-charge CMO, P.M. Hospital, V.B.	1997058	Pangong	04/10/2022-10/10/2022
3.	Sri Anup Sarkar, Peon, Establishment Section, V.B.	2001014	Katra (J & K)	11/10/2022-24/10/2022
4.	Sri Bhaswar Nandy, Junior Programme Officer, Department of Lifelong Learning & Extension, V.B.	2004050	Shillong	16/10/2022-22/10/2022
5.	Sri Biswanath Kisku, Professional Assistant, Hindi Bhavana Library, V.B.	1983025	Nagrakata (North Bengal)	13/10/2022-18/10/2022
6.	Smt. Kakoli Majumder, Senior Assistant, Accounts Office, V.B.	1997030	Jaisalmer	02/10/2022-13/10/2022
7.	Sri Parimal Mondal, Electrician, Engineering Department, V.B.	1997036	Darjeeling	11/10/2022-16/10/2022
8.	Smt. Sarbari Dutt, Assistant Lecturer, Patha-Bhavana, V.B.	1992003	Bhuj	07/10/2022-14/10/2022
9.	Sri Surajit Dalui, Peon, Establishment Section, V.B.	2000022	Katra (J & K)	11/10/2022-25/10/2022

Necessary steps may please be taken accordingly.

 22/12/2022  
Deputy Registrar (Establishment)  
Visva-Bharati

Copy to:-

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