



VISVA-BHARATI
SANTINIKETAN

Ref.No. V.B./EST-II/33
The Joint Registrar (Accounts)
Visva-Bharati

Date: 24/01/2024

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 Aailed (No.)
1.	Smt. Arati Paswan, Sevika, Patha-Bhavana, V.B.	2002052	Bangalore	30/10/2023-12/11/2023	01
2.	Sri Swapan Kumar Pal, Office Assistant, Examination Section, V.B.	1994039	Deoghar	22/12/2023-23/12/2023	04

Necessary steps may please be taken accordingly.


25/01/2024
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(02)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website