



VISVA-BHARATI
SANTINIKETAN

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

Date: 28/03/2023

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 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 (03) months from the date of completion of journey.

Details are given below:-

Sl.N	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment	Previously Availed (No.)
1.	Sri Amar Prasad Misra, Associate Professor, Department of Mathematics, Siksha-Bhavana, V.B.	2005007	Kolkata	24/12/2022-01/01/2023	03
2.	Sri Amit Kumar Verma, Assistant Professor, Department of HCM, Sangit Bhavana, V.B.	2009043	Lucknow	05/12/2022-14/12/2022	Nil
3.	Sri Arabinda Mondal, Professor, Silpa-Sadana, Palli Samgathana Vibhaga, V.B.	2001064	Srinagar	03/10/2022-14/10/2022	03
4.	Sri Prasanta Kumar Ghosh, Professor, Department of Social Work, PSV, V.B.	1988128	Kochi	07/01/2023-13/01/2023	02
5.	Sri Sumitabha Pal, Associate Professor, Silpa-Sadana, PSV, V.B.	2007020	Srinagar	03/10/2022-14/10/2022	01

Necessary steps may please be taken accordingly.


28/03/2023
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(05)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website