



VISVA-BHARATI
SANTINIKETAN

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

Date: 12/03/2025

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 employees 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 Anirban Chakraborty, Senior Assistant, Establishment-II, V.B.	2008021	Port Blair	12/01/2025-20/01/2025	01
2.	Sri Pulak Kumar Patra, Associate Professor, Department of Environmental Studies, Siksha-Bhavana, V.B.	2002043	Dwarka	27/12/2024-04/01/2025	01
3.	Sri Rajendra Balmiki, Lab. Assistant, Department of Botany, Siksha-Bhavana, V.B.	2001113	Churu	29/01/2025-08/02/2025	04
4.	Sri Ramprasad Das, Associate Professor, Department of Social Work, Palli Samgathana Vibhaga, V.B.	1994031	Port Blair	21/01/2025-29/01/2025	03

Necessary steps may please be taken accordingly.


Deputy Registrar (Establishment)
Visva-Bharati
12.03.2025

Copy to:-

1. Persons concerned(04)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website