



VISVA-BHARATI
SANTINIKETAN

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

Date: 18/11/2024

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 Ashim Kumar Paul, Office Assistant, Examination Section, V.B.	1989066	Delhi	21/09/2024-01/10/2024	05
2.	Sri Jatindranath Saha, Professional Assistant, Patha-Bhavana Library, V.B.	2001051	New Delhi	15/10/2024-23/10/2024	02
3.	Smt. Mitali Saikia, Junior Engineer, Engineering Department, V.B.	2010017	Srinagar	15/09/2024-22/09/2024	04
4.	Sri Ramesh Ghorui, Sevak, Examination Section, V.B.	2001040	Delhi	21/09/2024-01/10/2024	02
5.	Smt. Subhashree Sanyal, Assistant Professor, Department of Social Work, V.B.	2013001	Chennai	12/10/2024-18/10/2024	01
6.	Sri Sukumar Das, Professional Assistant, P.S.V. Library, V.B.	2001054	New Delhi	15/10/2024-24/10/2024	03
7.	Sri Uday Roy, Junior Engineer (Civil), Engineering Department, V.B.	1988023	Warrangal	18/10/2024-25/10/2024	04

Necessary steps may please be taken accordingly.


18/11/2024
Deputy Registrar (Establishment)
Visva-Bharati

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1. Persons concerned(07)
2. Guard file
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4. University Webmaster- Kindly upload it in the University website