



VISVA-BHARATI  
SANTINIKETAN

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

Date: 25/02/2025

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 Abbasuddin Mullick, Accounts Office, V.B.	2005016	Delhi	04/12/2024-12/12/2024	02
2.	Md. Basir Ahamed Mollah, Senior Assistant, Examination Section, V.B.	2000070	Jaisalmer	22/12/2024-03/01/2025	04
3.	Professor Bijoy Krishna Dolui, Department of Chemistry, Siksha-Bhavana, V.B.	2001072	Neil Island	04/12/2024-11/12/2024	04

Necessary steps may please be taken accordingly.

  
Deputy Registrar (Establishment)  
Visva-Bharati

25.02.2025

Copy to:-

1. Persons concerned(03)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website