



VISVA-BHARATI
SANTINIKETAN

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

Date: 13/09/2024

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 Manab Chandra Bagdi, Junior Office Assistant, Karma Sachiba Office, V.B.	2000087	Kolkata	09/08/2024-09/08/2024	02
2.	Sri Manik Sarkar, Electrician, Engineering Section, V.B.	1997048	Bhedia	25/08/2024-27/08/2024	04
3.	Sri Sujoy Munshi, Computer Assistant, Establishment-II, Karma Sachiba Office, V.B.	2001110	Kolkata	04/08/2024-09/08/2024	03
4.	Sri Sukumar Bauri, Senior Assistant, Indira Gandhi Centre & Foreign Students' Advisor, V.B.	1992072	Malda Town	10/08/2024-13/08/2024	03

Necessary steps may please be taken accordingly.


13/09/2024
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

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