



VISVA-BHARATI  
SANTINIKETAN

Ref.No. V.B./EST-II/33  
The Joint Registrar (Accounts)  
Visva-Bharati

Date: 06/06/2024

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.	Prof. Goutam Brahmachari, Assistant Professor, Department of Chemistry, Siksha-Bhavana, V.B.	1998048	Srinagar	27/04/2024-06/05/2024	03
2.	Sri Madan Das, Peon, Department of Physical Education and Sports Science, Vinaya-Bhavana, V.B.	2000042	Kolkata	01/04/2024-05/04/2024	02
3.	Sri Ranjit Mukherjee, Senior Assistant, Department of Physical Education and Sports Science, Vinaya-Bhavana, V.B.	1990023	Kolkata	26/03/2024-04/04/2024	02
4.	Sri Sankar Bhadra, Pipe Line Mistry, Engineering Department, V.B.	1991016	Kolkata	27/04/2024-01/05/2024	03

Necessary steps may please be taken accordingly.

Joint 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