



VISVA-BHARATI  
SANTINIKETAN

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

Date: 18/12/2023

The Joint Registrar (Accounts)  
Visva-Bharati

Sub: Administrative approval towards encashment of 10 days earned leave for LTC journey

With reference to the above, the undersigned is directed to convey that the competent authority has been pleased to approve towards encashment of 10 days earned leave as admissible for availing LTC journey in favour of the following employees.

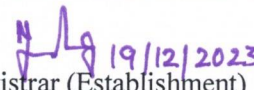
It may further be noted that 10 days leave encashment would be made to the employee who have submitted LTC final bills for adjustment.

It may be ensured that all LTC advances 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 Bikash Majhi, Programme Officer, R.E.C., Palli Samgathana Vibhaga, V.B.	2004051	Chennai	24/10/2023-02/11/2023	02
2.	Smt. Bulbul Konar, Assistant Lecturer, Path-Bhavana, V.B.	2011012	Havelock	26/10/2023-03/11/2023	03
3.	Sri Hemanta Kumar Kaibartya, Senior Technical Assistant, R.E.C., Palli Samgathana Vibhaga, V.B.	2004047	Delhi	20/10/2023-02/11/2023	03
4.	Smt. Kakali Kalsi, Section Officer, Finance Office, V.B.	1993003	Havelock	26/10/2023-03/11/2023	03
5.	Sri Kamalesh Roy, Accompanist, Department of R.S.D.D., Sangit-Bhavana, V.B.	2014002	Pahalgam	17/10/2023-27/10/2023	01
6.	Sri Madhusudan Paul, Assistant Professor, Department of Computer & System Science, Siksha-Bhavana, V.B.	2013003	Hyderabad	02/11/2023-08/11/2023	00
7.	Prof. Niaz Ahamad Khan, Department of Arabic, Persian, Urdu & Islamic Studies, Bhasha-Bhavana, V.B.	1986013	Mumbai	07/11/2023-11/11/2023	04
8.	Smt. Purba Banerjee, Museum Guide, Rabindra-Bhavana, V.B.	2009059	Srinagar	22/10/2023-18/11/2023	02
9.	Sri Ranjit Kumar Kalsi, Section Officer, Central Purchase Section, V.B.	1997050	Havelock	26/10/2023-03/11/2023	03
10.	Sri Subrata Mondal, Junior Engineer, Engineering Department, V.B.	2004045	Srinagar	25/10/2023-06/11/2023	02
11.	Sri Subrata Sinha, Assistant Lecturer, Siksha-Satra, V.B.	1997004	Coimbatore	01/11/2023-09/11/2023	05

Necessary steps may please be taken accordingly.

  
Deputy Registrar (Establishment)  
Visva-Bharati

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