



VISVA-BHARATI  
SANTINIKETAN

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

Date: 22/12/2023

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 Biswajit Majumdar, Professional Assistant, Central Library, V.B.	2000004	Secunderabad	06/11/2023-14/11/2023	03
2.	Sri Kalyan Hansda, Assistant Professor, Department of Mathematics, Siksha-Bhavana, V.B.	2008009	Kodaikanal	31/10/2023-06/11/2023	02
3.	Smt. Rita Modak, Associate Professor, Department of Bengali, Bhasha-Bhavana, V.B.	2009020	Bhuj	22/10/2023-01/11/2023	02
4.	Sri Shyamsundar Bairagya, Associate Professor, Department of Education, Vinaya-Bhavana, V.B.	2014044	Bhuj	22/10/2023-01/11/2023	03
5.	Sri Sougata Samanta, Professional Assistant, Patha-Bhavana, V.B.	2000005	Pahalgam	20/10/2023-30/10/2023	03
6.	Smt. Sutapa Pramanik (Majumdar), Assistant Lecturer, Mrinalini Ananda Pathshala, Patha-Bhavana, V.B.	2013054	Secunderabad	06/11/2023-14/11/2023	02
7.	Sri Uttam Mondal, Superintendent, Horticulture Farm, Palli-Siksha Bhavana, V.B.	2006035	Varanasi	06/11/2023-10/11/2023	03

Necessary steps may please be taken accordingly.

  
22/12/2023  
Deputy Registrar (Establishment)  
Visva-Bharati

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1. Person concerned(07)
2. Guard file
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