



VISVA-BHARATI  
SANTINIKETAN

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

Date: 07/02/2025

✓ 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 Ashoke Mukherjee, Assistant Professor, Department of Physical Education & Sports Science, Vinaya- Bhavana, V.B.	2015007	Neil Island	21/12/2024-28/12/2024	01
2.	Smt. Manju Sinha Sarkar, Professional Assistant, Department of Philosophy & Religion, Vidya-Bhavana, V.B.	1997040	Masundi	11/12/2024-13/12/2024	05
3.	Dr. Mohit Saha, Senior Medical Officer, P.M. Hospital, V.B.	2002079	Port Blair	18/12/2024-24/12/2024	01
4.	Sri Sudarsan Biswas, Associate Professor, Department of Physical Education & Sports Science, Vinaya- Bhavana, V.B.	2010008	Neil Island	21/12/2024-28/12/2024	01
5.	Sri Sudipta Roy, Office Assistant, Accounts Office, V.B.	2014007	Havelock Island	13/01/2025-20/01/2025	02
6.	Sri Sujit Kumar Puti, Microphotographer, Rabindra-Bhavana, V.B.	2009072	Bangalore	07/01/2025-13/01/2025	00
7.	Sri Sumit Basu, Assistant Professor, Department of Rabindra Sangit, Dance & Drama, Sangit Bhavana, V.B.	2001127	Jampui Hill	22/12/2024-31/12/2024	04
8.	Sri Susanta Rai, Cashier, Accounts Office, V.B.	1987019	Kolkata	13/01/2025-14/01/2025	03

Necessary steps may please be taken accordingly.

*[Signature]* 07.02.2025  
Deputy Registrar (Establishment)  
Visva-Bharati

Copy to:-

1. Persons concerned(08)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website