



VISVA-BHARATI
SANTINIKETAN

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

Date: 22/12/2022

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.N	Name, Designation & Department	ID No.	Place	Period of LTC journey for leave encashment
1.	Smt. Bulbul Konar, Assistant Lecturer, Patha-Bhavana, V.B.	2011012	Pahalgam	08/09/2022-16/09/2022
2.	Sri Dharmendra Roy, Security Guard, Watch & Ward, V.B.	1993058	Kolkata	11/09/2022-12/09/2022
3.	Sri Dibash Mondal, Senior Assistant, File Section, Establishment, V.B.	2002012	New Delhi	07/10/2022-14/10/2022
4.	Sri Goutam Mandal, Horticulture & Post-harvest Technology, P.S.B., V.B.	2013045	Dwarka (Gujrat)	07/10/2022-15/10/2022
5.	Smt. Kakali Kalsi, Section Officer, Finance Office, V.B.	1993003	Pahalgam	08/09/2022-16/09/2022
6.	Sri Kishore Bhattacharya, Assistant Lecturer, Patha-Bhavana, V.B.	1997056	Kochi	29/09/2022-07/10/2022
7.	Sri Nirmal Kumar Mandal, Associate Professor, Department of Bengali, Bhasha-Bhavana, V.B.	2002067	Srinagar	29/09/2022-10/10/2022
8.	Sri Pradip Kumar Mandal, Curator, Rabindra-Bhavana, V.B.	2005017	New Delhi	03/10/2022-08/10/2022
9.	Sri Prasanta Kumar Shome, Junior Engineer, Engineering Department, V.B.	2000085	New Delhi	20/09/2022-26/09/2022
10.	Sri Ranjit Kumar Kalsi, Section Officer, Central Purchase Section, V.B.	1997050	Pahalgam	08/09/2022-16/09/2022
11.	Sri Santi Ranjan Das, Senior Assistant, HBA & Statistics, V.B.	1995038	Srinagar	02/10/2022-12/10/2022
12.	Sri Shakti Prasad Chakraborty, Accompanist, Sangit Bhavana, V.B.	2014003	Agra	29/09/2022-07/10/2022
13.	Sri Somnath Mehena, Assistant Lecturer, Siksha-Satra, V.B.	2011003	Pahalgam	15/09/2022-22/09/2022
14.	Sri Sourav Chakraborty, Photographic Officer, Rabindra-Bhavana, V.B.	2014029	Ujjain	26/09/2022-07/10/2022
15.	Sri Subodh Kumar Ray, Reference Assistant, Department of Rural Studies, P.C.K., V.B.	2014045	Dalsing Sarai, Bihar	16/09/2022-21/09/2022
16.	Sri Susanta Rai, Cashier, Accounts Office, V.B.	1987019	Kolkata	28/09/2022-29/09/2022
17.	Sri Subrata Mondal, Junior Engineer, Engineering Department, V.B.	2004045	Puri	23/09/2022-28/09/2022
18.	Sri Utpal Kumar Mitra, Superintendent (Archive), Rabindra-Bhavana, V.B.	1999005	Lataguri	26/09/2022-03/10/2022

Necessary steps may please be taken accordingly.

 22/12/2022
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Person concerned(18)

2. Guard file

3. Personal files

✓ 4. University Webmaster- Kindly upload it in the University website