



VISVA-BHARATI
SANTINIKETAN

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

Date: 24/07/2025

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 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.	Sri Amindra Roy, Senior Assistant, Accounts Office, V.B.	1991001	Parjuar Dih	14/05/2025-22/05/2025	04
2.	Sri Jisnu Mitra, Office Assistant, Academic & Research, V.B.	2001023	Puri	25/05/2025-29/05/2025	05
3.	Smt. Nibedita Saha, Assistant Lecturer, Siksha-Satra, V.B.	2005036	Pahalgam	02/04/2025-08/04/2025	02
4.	Sri Joydeb Chattopadhyay, Junior Engineer (Elect.), Engineering Department, V.B.	2004036	Kolkata	18/06/2025-21/06/2025	04
5.	Sri Sahadev Ghosh, Section Officer, Internal Audit Office, V.B.	1990019	Bankul	23/06/2025-23/06/2025	05
6.	Sri Badal Hazra, Office Assistant, Internal Audit Office, V.B.	1993041	Kolkata	23/06/2025-24/06/2025	00
7.	Sri Ajitesh Paul, Senior Assistant, Engineering Department, V.B.	2011016	Bilaspur	11/06/2025-17/06/2025	03

Necessary steps may please be taken accordingly.


25/07/2025
Deputy Registrar (Establishment)
Visva-Bharati

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1. Persons concerned(07)
2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website