



VISVA-BHARATI  
SANTINIKETAN

Ref.No. V.B./EST-II/33  
The Joint Registrar (Accounts)  
Visva-Bharati

Date: 30/04/2024

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 Ananda Gopal Das, Laboratory Attendant, Health & Sanitation, V.B.	1997088	Kolkata	06/03/2024-06/03/2024	02
2.	Smt. Archana Biswas, Office Assistant, Department of Physics, Siksha-Bhavana, V.B.	1997121	Guwahati	26/03/2024-04/04/2024	04
3.	Professor Asim Kumar Das, Department of Chemistry, Siksha-Bhavana, V.B.	1991007	Srinagar	16/03/2024-25/03/2024	04
4.	Sri Buddhadev Das, Peon, Cheena-Bhavana, Bhasha-Bhavana, V.B.	2002091	Mathura	07/03/2024-16/03/2024	01
5.	Sri Ramnarayan Roy, Senior Book Binder, Patha-Bhavana, V.B.	1997104	Brindaban	10/02/2024-17/02/2024	04
6.	Sri Saradindu Sarkar, Semi Professional Assistant, Siksha-Bhavana Library, V.B.	2001097	Jammu	18/02/2024-03/03/2024	04
7.	Sri Sukumar Bauri, Senior Assistant, Indira Gandhi Centre, V.B.	1992072	Panuria	08/04/2024-09/04/2024	02

Necessary steps may please be taken accordingly.

Joint Registrar (Establishment)  
Visva-Bharati

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2. Guard file
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