



VISVA-BHARATI
SANTINIKETAN

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

Date: 17/05/2024

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 Priya Brata Dutta, Assistant Professor, Department of Economics and Politics, Vidya-Bhavana, V.B.	2014036	Ramnagar	04/04/2024-08/04/2024	01
2.	Sri Susanta Das, Inventory Manager, Publishing Department, V.B.	1988149	New Jalpaiguri	19/03/2024-24/03/2024	01
3.	Prof. Jayanta Kumar Chatterjee, Department of ASEPAN, P.S.B., V.B.	1994033	Jaisalmer	29/12/2023-04/01/2024	03

Necessary steps may please be taken accordingly.


Joint Registrar (Establishment)
Visva-Bharati

Copy to:-

1. Persons concerned(03)
- ✓ 2. Guard file
3. Personal files
4. University Webmaster- Kindly upload it in the University website