



VISVA-BHARATI
SANTINIKETAN

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

Date: 03/01/2025

✓ 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 Ram Prasad Mazumder, Information Scientist, Central Library, V.B.	2004027	Haridwar	20/10/2024-27/10/2024	02
2.	Sri Sahadev Ghosh, Section Officer, Internal Audit Office, V.B.	1990019	Kolkata	29/11/2024-01/12/2024	04
3.	Sri Surajit Dalui, Mali, Establishment-I, V.B.	2000022	Guwahati	22/11/2024-30/11/2024	02

Necessary steps may please be taken accordingly.


Deputy 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