



VISVA-BHARATI
SANTINIKETAN

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

Date: 12/12/2024

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.

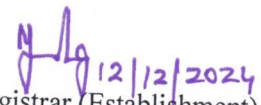
It may please be noted that 10 days leave encashment would be made to the employee who have submitted LTC final bills for adjustment.

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 Badiul Jamal, Senior Assistant, Institute of Agriculture, P.S.B., V.B.	1990035	Kolkata	19/10/2024-23/10/2024	03
2.	Smt. Jyotsna Singha, Maid Servant, Patha-Bhavana, V.B.	1985052	Jammu	20/10/2024-02/11/2024	02
3.	Sri Kamakshya Charan Dutta, Office Assistant, Institute of Agriculture, P.S.B., V.B.	1988051	Kolkata	19/10/2024-23/10/2024	04
4.	Sri Sisir Hazra, Pump Operator, Siksha-Satra, V.B.	2002042	Guwahati	18/10/2024-25/10/2024	02
5.	Sri Shibdas Hazra, Senior Assistant, Rabindra-Bhavana, V.B.	1990024	Shilong	18/10/2024-25/10/2024	03
6.	Smt. Sutapa Mukherjee, Assistant Professor, Department of Zoology, Siksha-Bhavana, V.B.	2012062	Bhubaneswar	13/10/2024-14/10/2024	01
7.	Sri Tanup Kumar Nath, Junior Preservation Assistant, Kala-Bhavana, V.B.	2009056	Lala Bazar	28/10/2024-10/11/2024	03

Necessary steps may please be taken accordingly.


12/12/2024
Deputy Registrar (Establishment)
Visva-Bharati

Copy to:-

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