



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi

F. No.1(1)(30)/2017 /Estt./P-I/7233

Dated the 27th Dec., 2017

CIRCULAR

Sub:- Availing of the LTC facility by the University's employees.

Kind attention of all the employees of the University is hereby drawn towards the application(s) being submitted by them in Personnel Branch for availing of LTC facilities. It has been observed that many of the faculty members & Non-teaching employees do not submit their application (s) for approval of availing LTC facility/drawal of advance well in advance. It has also been observed that the referred application (s), in most of the cases, are also not accompanied with requisite documents. Also the concerned employees book their tickets in a very short period before proceeding on LTC, resulting in booking of travel tickets on higher rates & thus making extra financial burden on the University.

The aforesaid practice on the part of the concerned employees (Teaching/Non Teaching) should be devoid/restrained and accordingly it has been desired that the application(s) for availing LTC facility/withdrawal of advance & booking of travel tickets should be done well in a advance i.e. one month from the date of proceeding on LTC. It has also been desired that the application(s) for availing LTC facilities should also be accompanied with requisite details/documents such as copy of air fare/train fare, details of the family members availing LTC, leave application, details of encashment of earned leaves, form for withdrawal of advance, declaration of the spouse regarding availing/not availing of LTC from his/her office (in case spouse is in job) and should be submitted in Personnel branch one month prior to the date of proceeding on LTC, duly forwarded by concerned Dean/HOD.

This issues with the approval of the Competent Authority for strict compliance by all concerned, failing which the personnel branch will not be able to process the said application (s) for obtaining of prior approval for grant of LTC.

(Sunita Shiva)

Joint Registrar (Pers.)

F. No.1(1)(30)/2017 /Estt./P-I/

Dated the Dec., 2017

Copy forwarded to the following for information and necessary action :-

1. To All Deans/Directors.
2. Controller of Finance, GGSIP University.
3. Controller of Examination, GGSIP University.
4. Librarian (Incharge), GGSIP University.
5. Chief Warden, GGSIP University.
6. Proctor, GGSIP University.
7. All Jt. Registrars/Dy. Registrars/EE, GGSIP University.
8. All Branch/Section Heads, GGSIP University.
9. AR to the Hon'ble Vice Chancellor, GGSIP University.
10. SO to Pro-Vice Chancellor, GGSIP University.
11. AR to the Registrar, GGSIP University.
12. Head, UITS cell- with the request to kindly upload the same to University's website.
13. Guard File.

(Pushpendra Kumar)
Asstt. Registrar (Personnel-I)