

UNIVERSITY OF JAMMU

CIRCULAR

Applications on the prescribed format (as per SO 22 dated: 03.12.2019 issued by the J&K Government, Finance Department) are invited from the permanent employees (Teaching/Non-Teaching) of the University, who are interested in availing Hometown Leave Travel Concession/Leave Travel Concession (HLTC/LTC) facility upto 31st December, 2021 during the Block years 2020-21/2020-23. Applications should be routed through proper channel and should reach the office of the Deputy Registrar (Adm TW) and the Assistant Registrar (Estab) for Teaching and Non-teaching staff, respectively.

Preference shall be given to the employees who have few years of service left. Mere applying for LTC shall not entail the right of the employee to be eligible for availing the facility.

Masrobia
REGISTRAR
[Signature]

No: Estab/21/20559-658
Dated: 01-10-21

Copy to :-

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/DCD/DDE/DIQA for information please.
4. All Rectors / Directors of the Offsite Campuses of the University
5. All Heads/Directors of the Teaching Departments of the University
6. Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses/Programme Coordinator (NSS)
10. All Wardens of University Hostels
11. SE/XEN/ I/c Media Cell / Manager Guest House
12. All Dy. Registrars/Assistant Registrars
13. Chief Accounts Officer
14. Medical Officer, University Health Centre
15. President/General Secretary, JUNTEU/JUNGEU
16. Chief Security Officer
17. All Sections
18. Guard File