

UNIVERSITY OF JAMMU

C I R C U L A R

In continuation to earlier circulars issued in this regard, 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 of the University, who are interested in availing Hometown Leave Travel Concession (HLTC) facility for the Block year 2024-2025 and All India Leave Travel Concession facility for the Block Year 2024-2027. 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. LTC will be allowed on first come first serve basis subject to availability of funds within the purposed budget estimates under detailed Budget Head LTC and no claim beyond the limit of said budget estimate will be entertained. Applications for post facto sanction of LTC claims will not be entertained under any circumstances. **Therefore, all the employees who apply for grant of LTC are advised not to leave the station before LTC is sanctioned in their favour.**


REGISTRAR

No: Estab/24/ 7275-7374

Dated: 05-08-2024

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & ManaGement
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell

12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File