

UNIVERSITY OF JAMMU

ORDER

Subject:- Sanction of LTC/LTC Advance

In pursuance of Rule 7(2) of the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 2019, sanction is hereby accorded to the:-

(a) Grant of Leave Travel Concession (LTC) in favour of the following employees as per the details given below, for the block (2024-2027) for which the Leave shall be sanctioned by the competent authority separately:-

S. No.	Name of the official with Employee No., designation & Department/Section	Person/s in respect of whom LTC is proposed	Place of visit & duration of visit
1.	Er. Vivek Sharma (N-1411), Sr. Technical Assistant, USIC	Er. Vivek Sharma (Self) Ms. Pooja Sharma (Wife) Ms. Tavisha Sharma (Daughter) Ms. Vyomini Sharma (Daughter)	Gangtok (Sikkim) w.e.f. 19.09.2025 to 25.09.2025
2.	Ms. Nishu Magotra (N-1377), Computer Assistant, Centre for ITES&M	Ms. Nishu Magotra (Self) Sh. Sanjay Sharma (Husband) Mr. Utkarsh Sharma (Son)	Bengaluru (Karnataka) w.e.f. 19.07.2025 to 25.07.2025
3.	Ms. Puja Gandotra (N-1978), Senior Assistant, Exam/Sty. Section	Ms. Puja Gandotra (Self) Mr. Samarth (Son)	Mumbai w.e.f. 05.09.2025 to 14.09.2025
4.	Sh. Rohit Kumar (N-2151), Senior Assistant, Budget Section	Sh. Rohit Kumar (Self) Ms. Dimple (Wife) Mr. Vivaan Kumar (Son) Mr. Naman Kumar (Son)	Port Blair (Andaman & Nicobar) w.e.f. 02.09.2025 to 12.09.2025

(b) Grant of an advance of Rs. 1,06,812/-, Rs. 7,552/- & Rs. 1,35,000/- (90% of the estimated expenditure of Rs. 1,18,680/-, Rs. 8,392/- & Rs.1,50,000/-) in favour of S. No. 1, 3 & 4 respectively as per item 12 of Application (Form 2) for availing of the LTC.

The above sanction of LTC shall be subject to the following terms & conditions:-

1. The official or his/her dependents have not availed any such concession earlier during the block 2024-27;

2. An entry shall be made in the Service book of the official as prescribed under Rule 16(1) and 16(2) of the J&K Civil Services (LTC) Rules, 2019;
3. The official shall submit the final LTC Claim in Form 3 within one month from the date of return journey after availing the LTC;
4. The other conditions for grant of this concession shall be same as laid down in J&K Civil Service (LTC) Rules, 2019.

The expenditure on the said account shall be met out of **Budget head: LTC.**

By Order,

[Signature]
REGISTRAR
[Signature]

No. Estab./25/ 7173-82
Dated: 18-07-2025

Copy to:-

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please
2. Hony' Director, USIC
3. Director, Centre for ITES&M
4. Chief Accounts Officer
5. Assistant Registrar (Accounts/Budget/Exam Sty.)
6. Sr. P.A. to the Registrar/COE/Finance Officer
7. Concerned
8. Guard file

Mr. Vinod Parihar
AP-I
[Signature]
24/7/25

