

PANJAB UNIVERSITY, CHANDIGARH

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| From:- Assistant Registrar (Budget), Panjab University, Chandigarh | To, I. All the Chairpersons/Heads of the Department / Institutions / Centres/ Branches / Directors of PU Regional Centres / Principals of Constituted colleges, Panjab University, Chandigarh II. P.A . to Vice-Chancellor III. P.A. to Registrar IV. P.A. To Controller of Examination V. Assistant Comptroller Local Audit, PU. Chandigarh. |
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No. 1198-1397/FDOI

Date : 06.12.2021

Subject: - LTC provision & carry forward LTC (to any place in India / Home town) for the Block Year 2018-21

Sir/ Madam,

In pursuance of Office Circular No. 6687-6886 / A dated 23.09.2020 whereby the facility of LTC /HTC was suspended for the financial year 2020-21 in the wake of Covid-19.

In this regard, it is to inform that :-

- (i) The facility to avail LTC / HTC to the employees of the Panjab University is admissible and continue to be applicable as per normal provision of the scheme.
- (ii) As per LTC / HTC rule, the employees who are unable to avail of LTC/HTC within a particular block of four/two years i.e. Block Year 2018-2021, are entitled to carry forward the same for the first year of the next block year with the permission of the HOD / Controlling Officer / Registrar as the case may be before 31.12.2021.
- (iii) It may be noted that any request to carry forward / extension of LTC facility must be processed well in time, so as to ensure that the permission of the concerned HOD / Controlling Officer / Registrar must reach in the Establishment Branch before 31.12.2021 for keeping record in the personal file of the concerned employee. It will be the responsibility of the concerned employee to submit the copy of approval of HOD / Controlling Officer / Registrar in the Establishment Branch well before 31.12.2021. No representation / Request of the employee shall be entertained after 31.12.2021 under LTC rule.

The concerned employees under your control may be informed accordingly, please.


Assistant Registrar (Budget)