



**CIRCULAR No.20**

12<sup>th</sup> October 2020

To: All Faculty Members

Sub: LTC to teaching staff

The Board of Governors in the meeting held on 27<sup>th</sup> March 2020 approved payment of lump sum allowance of Rs.40,000 (Rupees forty thousand only) towards LTC for a Block Period of two years to the teaching staff drawing salaries under the UGC scales with effect from 1<sup>st</sup> April 2019.

Accordingly, the faculty members are eligible to lumpsum LTC allowance subject to the following guidelines:

1. The LTC allowance of Rs.40,000 for a Block Period of two years is payable to faculty members drawing salaries under UGC scales or lump sum remuneration, provided they are eligible for LTC payment as per the terms of the appointment.
2. To avail LTC, the employee should be away from the office for at least 5 (five) days. For the purpose of availing LTC they have to necessarily apply for Earned Leave in advance. However, the employees can apply for less than 5 days of Earned Leave by prefixing or suffixing the weekly offs or holidays for the purpose of availing LTC.
3. In respect of the employees on rolls as at 1<sup>st</sup> April, 2019, the first Block Period would be for the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2021 (2019-2021).
4. For the employees joining after 1<sup>st</sup> April 2019, the two year Block period would be reckoned from the date of their appointment. They would be eligible to avail LTC for the first Block Period only after they complete one year of service.
5. LTC not availed during a Block Period cannot be carried forward and lapses. However, keeping in view the travel restrictions due to pandemic situation in the year 2020, the LTC for the Block Period 2019-2021, as a special case, can be availed up to 31<sup>st</sup> March, 2022. LTC for the Block Periods 2021-2023 onwards should be availed during the Block Period itself.
6. The LTC allowance is subject to Income Tax. The employees are not required to submit travel bills.
7. The employees are requested to avail LTC with proper planning and scheduling of the activities and send the claims in prescribed format to the Administration through proper channel.

This has the approval of the Director.

Finance and Administrative Officer