



CIRCULAR

Sub: Adjustment of LTC - regarding

The undersigned is directed to refer to the Administrative Circular of even number dated 11.03.2015 on the above subject and to state that some of the Institute employees are not yet taking initiative in submitting their Final LTC Claims within the prescribed time limit on completion of their return journey. At the same time the Institute is receiving representations for relaxation of late submission of their claims on the plea that failure to follow the correct procedure was on account of lack of knowledge of the rules/instructions.

In this connection it may please be noted that primary responsibility for ensuring compliance with the rules is that of the Institute employee and the of-repeated plea of ignorance of rule cannot be a valid ground for relaxation of rule.

Attention is once again invited to **all Institute employees** that in terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is as follows:

- i) Within **three**(3) months of completion of return journey, if no advance is drawn;
- ii) Within **one**(1) month of completion of return journey, if advance is drawn.

As per GOI order, relaxation may be considered in admitting the claims by the Competent Authority after the due date under certain circumstances subject to the following time limits:

- a) Upto **six**(6) months, if no advance is drawn;
- b) Upto **three**(3) months if advance is drawn, provided the employee refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of return journey.

In view of above, all employees are requested to strictly follow the aforesaid instructions and to submit their LTC claims within the stipulated period on completion of journey and refund unutilized advance to avoid unpleasant situation leading to forfeiture of the claim and levy of penal interest as per rules (at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery). Further, any unutilized LTC advance should be deposited immediately with the Cash Section of the Institute.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

01. All Deans
02. Heads of the Departments /Centres/Schools/Sections
- With the request to bring it to the notice of all their employees for strict compliance.
03. All Chairmen/Professors-in-Charge
04. Head, Administrative Computer Service Support Centre
05. Professor-in-Charge, Institute Information Cell
- With a request to incorporate/effect the above on the Institute website.
06. Librarian, Central Library
07. Head, B.C. Roy Technology Hospital
08. President, Technology Students' Gymkhana
09. Chairman, HMC/ All Wardens, Hall of Residence
10. Superintending Engineer, Civil
11. All Executive Engineers / Engineers
12. All Deputy Registrars/Assistant Registrars
13. Assistant Registrar, E-III
14. Security Officer
15. Secretary to Director
16. Secretary, Deputy Director's Office
17. Secretary, Registrar's Office
18. Secretary, IITTA/TEAK/IITEU/DCL
19. Internal Notice Board