



No.MANUU/ER-1(B)/F.310/2020-21/1301

3<sup>rd</sup> March, 2021

CIRCULAR

Sub: MANUU - LTC Special Cash Package - Intimation of due dates to apply and submission of invoices/bills - Reg.

Ref: 1. Govt. of India O.M.F.No.12(2)/2020-EII(A) dated: 12.10.2020.  
2. Circular No. MANUU/Admn./F.102/2020-21/1056 dt: 16.12.2020.  
3. Approval of the Vice Chancellor i/c dated 02.03.2021.

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All the Teaching Staff and Non-teaching Staff of MANUU who are availing Special Cash Package Scheme in lieu of LTC during block year 2018-21 are hereby informed that the applications should reach to the concerned sections on or before 12<sup>th</sup> March, 2021, thereafter no application will be accepted/entertained. They are further informed that the invoices/bills and relevant documents for claiming reimbursement under above scheme should be submitted to the concerned section invariably on or before 22<sup>nd</sup> March, 2021 in order to avoid last minute rush and resultant in lapse as the claims have to be settled well before 31<sup>st</sup> March, 2021 as per Govt. of India instructions on the subject matter.

It may be noted that the applications and invoices/bills under this Special Cash Package in view of LTC shall not be accepted/processed after the stipulated dates as mentioned above and the same shall be returned to the concerned employee/faculty. The University will not be responsible for any postal delay in accepting the applications/invoices & bills.

  
REGISTRAR I/c

