



No. MANUU/ER.I(B)/F.110/2022-23/286

May, 2022

09 JUN 2022

CIRCULAR

In terms of UGC Regulations-2018, Clause-8.4(III) point 3, the Encashment of Earned Leave shall be allowed to members of the teaching staff as applicable to the employees of Central/State Governments.

It is hereby brought to the notice of all Teaching staff of MANUU that they are entitled to avail Encashment of Earned Leave facility of (10) days for availing Leave Travel Concession (LTC).

As per CCS(LTC) Rules, 1988 the E.L. Encashment shall be availed as under:

1. Limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
2. Will **not** be deducted while computing the maximum admissible for encashment at the time of quitting service.
3. The balance at credit should be not less than 30 days after deducting the total of leave, if any availed *plus* leave for which encashment was availed.
4. Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
5. Government servants may encash earned leave up to 10 days at the time of availing both types of LTCs i.e., 'Home town' and 'Anywhere in India'.
6. Within the same block, when one type of LTC, i.e., 'Home town' or 'Anywhere in India' is being availed by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only.

This issues with the due approval of the competent authority.

Registrar

Copy to:

1. All Deans of Schools of Studies / Dean (Academics)/Director I/c, DDE
2. All Heads of Departments / Incharges (Teaching)
3. All Directors of Centres
4. All Principals of CTEs / Regional Centres / Polytechnics's / Lucknow Campus/ ASC, Budgam
5. Offices of the Vice-Chancellor/Pro Vice-Chancellor/Registrar / Finance Officer I/c
6. Director, CIT - For uploading on the University website
7. Concerned File

Gachibowli, Hyderabad - 500 032, (T.S.) India

Tel: +91(040) 2300-6601(VC-Office), 2300-6602 (PVC Office), 2300 6121(Registrar I/c) & 2300-6603/04(Fax)
EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in