



No. MANUU/ER.I(B)/F.110/2019-20/1354

15<sup>th</sup> November, 2019

## CIRCULAR

It is to bring to notice of all the teaching and non-teaching employees that due to paucity of funds, advance for availing LTC will not be sanctioned till sufficient grants received by the University from funding agencies i.e., MHRD/UGC. Those who are availing **Leave Travel Concession Facility**, they shall claim for reimbursement of the air/train fare as per entitlement after performing return journey.

However, the reimbursement shall be made subject to availability of funds.

  
Registrar I/c

Copy to:

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