

UNIVERSITY OF KERALA

No. Ad. B III.1/LTC-1951/2013

Thiruvananthapuram
Dated: 02.08.2013

C I R C U L A R

Sub: *Leave Travel Concession to University Employees and Teachers 2013 - 2014 – reg.*

Ref: 1. U.O. No. Ad. A V.1.6118/2013 dated 08.05.2013.
2. G.O. (P) No. 713/2012/Fin dated 31.12.2012.
3. G.O. (P) No. 5/2013/Fin dated 02.01.2013.

In pursuance to the University Order and Government Orders cited, applications in the prescribed form are invited from eligible Employees/Teachers of the University Service for availing Leave Travel Concession during the financial year 2013-14.

The admissibility of LTC and the terms and conditions of sanction shall be as provided in the G. O. cited (3) above. The application for availing of LTC shall be entertained subject to the availability of fund and limited to the budget provision. Preference shall be given to those employees who are due to retire on superannuation first.

Prescribed application form and copy of the G. O. cited (3) above can be downloaded from the University Website www.kufinance.info.

The Supervisory officers may convey the contents of this circular to all the employees working under their control.

Sd/-
REGISTRAR

To

1. PS to Vice- Chancellor / Pro-Vice-Chancellor.
2. PA to Registrar/ Finance Officer/ Controller of Examinations/ Director, Planning and Development, Director of College Development Council.
3. All the Departments in the University.
4. All Sections in the University.
5. All Joint Registrars/Deputy Registrars / Assistant Registrars.
6. The Public Relation Officer.
7. All DOICs / Study Centres/Taluk Information Centres/ Teacher Education Centres/UITs /IMK Extension Centres.
8. The Superintendent in - charge, University Press.
9. Stock File / File Copy.