

INDIAN INSTITUTE OF TECHNOLOGY (ISM), DHANBAD

Admn. Deptt.; Estt. Section

DR(Estt.)/2019 /LTC

Date: 08 November, 2019

OFFICE MEMORANDUM

Subject: - Online Filling of LTC Application along with Leave Application Form

With the approval of the Competent Authority it has been decided that now onwards Leave Travel Concession (LTC) application should be submitted online through online leave module. The Guidelines for LTC and self certification form are uploaded on the Institute website under the heading "Forms & Rules Employees". The applicants are required to upload duly filled in "Self Certification Form". Those who wish to avail Earned Leave encashment alongwith LTC may apply manually alongwith approved LTC request. The Leave encashment application must be submitted within 15 days of scheduled departure of the LTC journey.


Registrar

Copy to:

- 1) DT's Secretariat/Dy. Director
- 2) All Deans/ All HODs/ ALL HOCs/Chairman, JEE/ RG's Secretariat/PIC Library/CMO (SAG)/Sr. SO/Webmaster/Noticeboards/All Concerned
- 3) DR (F&A) – Leave Encashment may be deposited in the employee's bank account before departure.