## शब्द्रीय प्रौद्योगिकी संस्थान सिविकम NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref. No.: 791/NITS/Admin/Guidelines/2025-26/2025/251. Date: 06/08/2025

## **CIRCULAR**

In compliance to the Central Civil Service (Leave Travel Concession) Rules, 1988 and subsequent amendments issued by the Department of Personnel & Training, Government of India, an Overview on Leave Travel Concession (LTC) have been prepared for the employees of NIT Sikkim.

The approval and the settlement of LTC shall be processed by the Establishment and Finance & Accounts Section in compliance to these guidelines.

In case of any ambiguity regarding the LTC approval and settlement, the provisions of the Central Civil Services (Leave Travel Concession) Rules, 1988 and the latest amendments issued by the Department of Personnel & Training shall prevail.

The guidelines are attached herewith for information and quick reference.

This is issued with the approval of the competent authority.

Registrar

कुलसचिव निकास राष्ट्रीय प्रौद्योगिकी संस्थान सिविवास National Institute of Technology Sildke

Copy to:

- 1. P.S to the Director (For kind information of the Hon'ble Director)
- 2. All Regular Faculty Members
- 3. All Regular Staff Members
- 4. WDC Coordinator (To upload on Institute's Website)
- 5. Assistant Registrar, Establishment Section
- 6. Assistant Registrar, Finance & Accounts Section
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