



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

Through e.mail

No.FO/LTC/21/ 2917-3016

Dated: 5/1/22

1. All the Head of the University
Teaching Departments/ Branch Officers,
M.D.University, Rohtak.
2. The Director,
Centre for Professional & Allied studies, Gurugram
3. The Director,
University Campus School, Rohtak

Sub: Availing of LTC for the period 01.04.2022 to 31.12.22 (4th Block year)

Sir/ Madam,

Applications from the interested Teaching and Non-Teaching employees are invited who wish to avail the Leave Travel Concession facility for 3rd year which has commenced from April 2022.

Those who are desirous to avail this facility during the period 01.04.2022 to 31.12.2022 may be advised to apply in the enclosed prescribed format to the Registrar, M.D.University, Rohtak upto 20.04.2022, so that the Estt. Branch may take further action accordingly.

Encl's: As above


Assistant Registrar (Accounts) 5/01/22



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No: _____

Dated: _____

To

The Registrar,
M.D.University,
Rohtak

Sub: **Availing of LTC for the period 01.04.2022 to 31.12.22 (4th Block year)**

Sir,

This is with reference to Letter No. FO/LTC/22/2914-3016 dated 5.01.2022, I request you to allow the payment of one month's salary in lieu of Leave Travel Concession facility of the 3rd year of 4th Block Year i.e. 2020-23. I may be allowed this facility in the month _____ 2022.

I further submit that:

1. My wife/ husband is not working in M.D.University on any other Government/ Semi Government Department.
2. My wife/ husband is also working in _____ (name of Government/ Semi Government Department).

Yours Faithfully,

Signature of the employees

Name _____

Designation: _____

Department/ Branch _____

Employee No: _____

Mobile No: _____