



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
प्रशासन विभाग  
ADMINISTRATION SECTION

पो. आई.आई.टी. कानपुर - 208016 (उ.प्र.), भारत  
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2009/IITK/ 683  
Date : June 9, 2009

OFFICE ORDER

- Subject: (i) Encashment of Earned Leave along with LTC while in service  
(ii) Travel Entitlement for the purpose of LTC
- Reference: (i) Office Order No. No. Estt./OO/2009/IITK/613 dated 26.05.2009  
(ii) DoPT OM No. 14028/4/2009-Estt.(L) dated 03.06.2009  
(iii) DoPT OM No. 31011/4/2008-Estt.(A) dated 03.06.2009

Consequent upon the issuance of aforesaid Office Memoranda by the Department of Personnel & Training, Govt. of India, the Institute has adopted the entitlements as enshrined in the aforesaid Office Memoranda which are reproduced herein below:

- (i) "The incumbents of the Institute eligible for LTC are permitted to encash the Earned Leave upto 10 days at the time of availing LTC without any linkage to the number of days and the nature of leave availed while proceeding on LTC."
- (ii) "The incumbents of the Institute and/or their family who are eligible for LTC by Air may choose to travel on LTC by any airline provided the fare does not exceed the fares offered by NACIL (Air India) under their new LTC scheme."

Further to the above, it is clarified that LTC shall be admissible alongwith Earned Leave, Casual Leave, Half Pay Leave and Vacation Leave only.

The above shall take effect from the date of issue of this Office Order.

*S. S. Kashalkar*  
Sanjeev Kashalkar  
Registrar

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