



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर- 831014,  
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

(An Institution of National Importance under MHRD)

O.O. NITJSR /Estt./CD/2015-16/1952

Date: 11/10/2016

## NOTICE

It has been notice that LTC applications submitted by the faculty as well as non faculty consists various types of errors and sometimes they submit only fifteen days before proceeding on journey (outward)

All employees (faculty and non faculty) are requested to submit their request (LTC application) in prescribed format in three months advance as air ticket fare fluctuates significantly. Further, faculty members are also requested not to plan their L T C in mid of the academic session.

  
11/10/2016  
Registrar (I/c)

Memo No. NITJSR(Estt)CD/2015-16/1952

Dated...11/10/2016

Copy forwarded to:-

01. The Office of the Director, N.I.T., Jamshedpur for favour of kind information
02. The Office of the All Deans/HODs/HOCs/HOSs, N.I.T., Jamshedpur.

03. The PIR institute website, NIT, Jamshedpur  
for necessary action

  
11/10/2016  
Registrar (I/c)