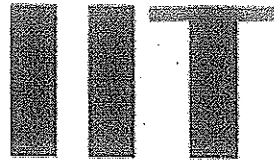
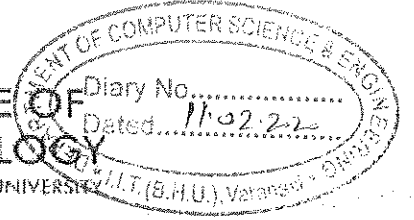




भारतीय
प्रौद्योगिकी
संस्थान
कमशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY



☎ : 91-542-2367780, 6701808, 2307002; FAX : 91-542-2367780, 2368428; e-mail : registrar@itbhu.ac.in

कुलसचिव कार्यालय

प्रशासन (छुट्टी यात्रा रियायत प्रकोष्ठ)

Ref. No. IIT (BHU)/LTC/Online/2019-20/ 14618

Office of the Registrar
Admin (LTC Cell)

Date: 10.02.2020

NOTICE

This is to inform that the online LTC module for faculty and non faculty staff has been completed and is ready for implementation. Now onwards, the faculty members and non faculty staff (Technical/Ministerial) are requested to submit their LTC request applications (Form No.-7) online with immediate effect through following steps:

Step-I : Login website: erp.itbhu.ac.in/Employee Login.aspx.

Step-II : Enter your Login credential (Login ID & Password) and click enter.

Step-III : Click Enter LTC request icon.

Step-IV : Fill-up the LTC Application Form and submit it by clicking on 'save' button.

Before applying for LTC, kindly ensure the following:

1. The family declaration has been submitted in LTC Cell, IIT(BHU).
2. You have applied for leave on LTC in case of applying for self.
3. After filling the LTC request form (No.-7), take the print out of the same, get it forwarded by the Head of Department and submit it in the LTC Cell before commencement of the journey on LTC alongwith the copy of leave applied.

Joint Registrar (Admin.)

Ref. No. IIT (BHU)/LTC/Online/2019-20/ 14618

Date: 10.02.2020

Copy forwarded for information and necessary action to:

All the Deans.

All the Heads of the Departments/Coordinators of the Schools.

All the Prof-in-charges.

The Chairman, Institute Work Committee.

The Prof-in-charge, Main Library.

The Prof-in-charge, Administration.

The Chairman, Council of Wardens.

The Chief Councilor-Gymkhana.

The Chairman-Cafeteria.

The Coordinator, GTAC.

The Chairman, Web Management & E-Mail Services Committee for uploading on Intranet.

All the Joint Registrars.

All the Assistant Registrars.

P.S. to the Director.

P.A. to the Registrar.

The Faculty - All.

The Staff - All.

Indian Institute of Technology (Banaras Hindu University).

Joint Registrar (Admin.)