

**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
RAVANGLA CAMPUS, SOUTH SIKKIM**

Form for LTC Approval

1. **Name of Applicant:** _____ **Designation:** _____.
2. **Department:** _____ **Grade Pay/ Level of Pay:** _____.
3. Encashment of earned leave requested for _____ days. (If any)
4. a) Block year for LTC _____
b) Hometown/Declared destination of travel: _____
c) Nearest Railway Station / Airport w.r.t.above: _____.
5. Details for whom the LTC is requested:
6. Particulars of members of family respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Names(s)	Date of Birth	Relationship with employee

7. LTC Advance: Requested/ not requested. If Yes, Amount _____
8. (i) Date of onward journey planned: _____ Estimate: Rs _____
(ii) Date of return journey planned: _____ Estimate: Rs _____

Total: Rs _____
9. Nature of leave Applied _____ from (date) _____ to (date) _____ Total _____ no. of days with permission to avail prefix _____ and suffix _____.
10. I undertake:
a) To submit the journey tickets within 10 days of drawal of advance.
b) To perform the journey as per the entitled mode of transport and as per the CCS LTC Rules.
c) To furnish the adjustment bill within one/two month(s) from the date of completion of return journey as applicable.
d) To produce air tickets with boarding pass/railway tickets /bus cash receipts (public transport only) for both the onward as well as return journeys.
11. (i) Name of wife / husband _____
(ii) Details of employment if any, In case she/he is availing similar concession from her /his employer.
_____.
12. I hereby declare that I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members for the block year 20_____ and_____.

Note: Availing of any kind of leave including casual leave and special casual leave for at least 1 day is compulsory to proceed on LTC. The leave to be availed does not include weekend holidays and official holidays.

Date: _____

Signature of the Applicant

Recommended/Not recommended.

Head of Discipline/ Centre/ Section/Dean

Date _____

Dealing Assistant

Assistant Registrar (Accounts & Finance)

(For the use in the Establishment Section)

1. (i) Nature of leave: _____.
(ii) No. of days at credit : _____.
2. LTC as stated above may be sanctioned and the advance of money for journey to HOME TOWN/ DECLARED DESTINATION and Encashment of EL for _____ days, as admissible under the normal rules may also be sanctioned.
3. Certified that :
 - a) Shri/Smt/Kum(Name)_____ has rendered continuous service for one year or more on the date of commencing outward journey;
 - b) Necessary entries as required under Para 3 of the Ministry of Home Affairs, OM No. 43/1 55-Estt.(A) part II, dated 11thOctober,1956 have been made in Service Book of that Shri/Smt/Kum_____.
4. LTC for self and/ family as detailed above for the BLOCK YEAR_____is admissible.

**Dealing Assistant
Estd Section**

Registrar