

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

Form for LTC Approval

1. Name Of Applicant: _____ Designation: _____.
2. Department: _____ GradePay/ 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:

S.No.	Name	Age	Relationship with employee
-------	------	-----	----------------------------

6. LTC Advance: Requested/ not requested.
7. (i) Date of onward journey planned: _____ Estimate: Rs _____
(ii) Date of return journey planned: _____ Estimate: Rs _____
Total: Rs _____
8. I undertake:
 - a) To furnish the adjustment bill within one month from the date of completion of return journey.
 - b) To produce air tickets with boarding pass/railway tickets /bus cash receipts (public transport only) for both the onward as well as return journeys.
9. (i) Name of wife / husband _____
(ii) Details of employment if any, In case she/he is availing similar concession from her /his employer. _____.
10. 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_____.
11. Nature of leave _____ from _____ to _____ and _____no. of days_____ with permission to avail prefix _____and suffix _____.

Note: Separate Leave Application has to accompany with LTC request.

Date: _____

Signature of the Applicant

Recommended/Not recommended

Head of Discipline/ Centre/ Section

Date _____

Note: Please cross whichever is not applicable.

(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**

Dean AFSA

Registrar