

राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम NATIONAL INSTITUTE OF TECHNOLOGY 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.	Name(s)	Date of Birth	Relationship with Employee

- 7) LTC Advance: Requested/Not Requested. If Yes, Amount Rs.
- 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.

Date:

Head of Discipline/Centre/Section/Dean

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. 43/155-
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