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**vodk'k ;k=k NwV ,oa vfxze ds fy, fuosnu**

**REQUEST FOR LEAVE TRAVEL CONCESSION AND ADVANCE**

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| 1. deZpkjh dk uke   Name of the Employee | 1. deZpkjh la[;k ,oa inuke   Employee No. & Designation |
| 1. foHkkx@Ldwy@bdkbZ   Department/School/Unit | 1. osru@osru cSaM esa osru@xzsM osru   Pay Band, Pay in Pay Band, Grade Pay |
| 1. laLFkku esa fu;qfDr dh frfFk   Date of Appointment in the Institute | 1. LFkk;h ;k ifjoh{kk/khu   Whether Permanent or on Probation |
| 1. lsok iqfLrdk esa ntZ x`g uxj dk irk vkSj lcls fudVre jsyos LVs'ku@,;jiksVZ   Home town as recorded in the Service Book & nearest Railway Station/Airport | 1. ,yVhlh dk izdkj ¼x`g [uxj@laiw.kZ](mailto:uxj@laiw.kZ) Hkkjr½   Nature of LTC (Home Town/All India) |
| 1. [k.M ¼CykWd½ o"kZ   Block Year | 1. vodk'k dk izdkj ,oa vof/k ¼x`g [uxj@laiw.kZ](mailto:uxj@laiw.kZ) Hkkjr½   Nature of Leave & period |
| 1. ;k=k ij tkus dh ;kstuk dh rkjh[k%   Date of onward journey planned:  ;k=k ls okilh dh ;kstuk dh rkjh[k%  Date of return journey planned: | 1. ;k=k dk izdkj ¼lM+d@jsy@ok;qekxZ½   Mode of Journey |
| 1. ;k=k ij tkus dk fdjk;k ¼yxHkx½ %   Approx Fare for onward journey:  okilh dk fdjk;k ¼yxHkx½ %  Approx Fare for return journey  dqy@ Total & | 1. vodk'k ;k=k fj;k;r vfxze pkfg, ;k ugha pkfg,] vxj pkfg, rks okafNr /kujkf'k mfYyf[kr djsa %   LTC Advance required or not required. If required mention the amount of advance |

1. ifjokj ds lnL;ksa dk C;kSjk ftuds laca/k esa ,yVhlh dk vuqjks/k fd;k x;k gS %

Particulars of members of family in respect of whom the LTC is requested:

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| **Øe la[;k**  **Sl. No** | **deZpkjh dk uke@ifjokj ds lnL;ksa dk uke**  **Name of the employee/ family members** | **tUefrfFk@mez**  **DoB/Age** | **deZpkjh ls laca/k**  **Relationship with Employee** |
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**izekf.kr fd;k tkrk gS fd@** Certified that:-

1. mi;qZDr lwpuk,a esjh tkudkjh o fo'okl ds vuqlkj iw.kZr;k lgh gSa@ The information as given above is true to the best of my knowledge and belief.
2. eSa vodk'k ;k=k fj;k;r ls lacaf/kr Hkkjr ljdkj ds izHkkoh fu;e o fofu;e iwjh rjg le>rk gwa vkSj ;s iw.kZr;k eq>s Lohdkj gS@ I fully understand the rules & regulations of Govt of India in force for availing LTC and these are acceptable to me.

**Ñ-i-m-@P.T.O.**

1. [kaM o"kZ--------------------------------------------- ls ---------------------------------------- esa Lo;a ;k esjs ifjokj ds fdlh lnL; ds fy, eSaus vodk'k ;k=k fj;k;r ds fy, dksbZ vU; nkok izLrqr ugha fd;k gS@ 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 …………………….to……………………..
2. esjs ifr@iRuh fdlh ljdkjh lsok@lkoZtfud {ks= miØe ;k fuxe ¼dkjiksjs'ku½@ljdkjh Lok;Ùk'kklh laLFkk esa dk;Zjr ugha gS@ My husband/wife is not employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body.
3. esjs ifr@iRuh fdlh ljdkjh lsok@lkoZtfud {ks= miØe ;k fuxe ¼dkjiksjs'ku½@ljdkjh Lok;Ùk'kklh laLFkk ----------------------------------------------------------------- ¼laLFkk dk uke½ esa dk;Zjr gSa] vkSj lacaf/kr CykWd o"kZ--------------------------------------------- ls ---------------------------------------- esa mDr laLFkku ls vius ;k fdlh vU; ifjokj ds lnL; ds fy, vyx ls vodk'k ;k=k NwV izkIr ugha fd;k gSA og mi;qZDr Cykd o"kZ ds fy, dksbZ nkok vius fu;ksDrk ls ugha djsaxs@My husband/wife is employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body…………………………………….(Name of the Organization) and Leave Travel Concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of years ………. to ………….from that organization. He/she will not prefer, any claim from his/her employer for the same block year.
4. eSa tkus ds ;k=k dk fVdV vfxze /kujkf'k izkfIr ds nl fnuksa ds Hkhrj izLrqr dj nwaxk@ I will produce the tickets for outward journey within 10 days of receipt of advance.
5. eSa okLrfod fVdV@cksfMZax ikl vodk'k ;k=k fj;k;r ds lek;kstu dk nkok vfxze izkfIr dh fLFkfr esa ;k=k iw.kZ dh frfFk ls ,d eghus ds vanj vkSj vfxze vizkfIr dh fLFkfr esa rhu eghus ds Hkhrj izLrqr dj nwaxk@ I will submit the original tickets/boarding pass (es) alongwith LTC adjustment claim within ONE MONTH in case of advance drawn and within THREE MONTHS in case of non-withdrawal of advance, from the date of completion of journey.
6. ;k=k fujLr gksus dh fLFkfr esa ;k vfxze izkfIr ds nl fnu ds Hkhrj fVdV u izLrqr dj ikus dh fLFkfr esa eSa iw.kZ vfxze ,deq'r okil dj nwaxk@ In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I will refund the entire advance in lump sum.
7. esjs ekrk&firk@HkkbZ@cgu ftuds fy, bl vkosnu esa vodk'k ;k=k NwV ds fy, fuosnu fd;k x;k gS os okLro esa eq>ij vkfJr gSa@ The parents/brother (s)/sister (s) for whom the advance for LTC has been requested in this application is/are actually dependent upon me.
8. eSaus vyx ls vodk'k gsrq ------------------------------ ls --------------------------------- rd vkosnu fd;k gS@eq>s -------------------------------- ls ---------------------------rd vodk'k LohÑr gqvk gSA ¼LohÑr vodk'k i= layXu djsa½@ I have applied separately for Leave…………………………………from ………………………….to……………………../ I have been sanctioned Leave…………………………………. from ………………………to…………………(enclose sanction letter)

vxzlkfjr@ **Forwarded** deZpkjh dk gLrk{kj@ **Signature of the Employee**

eksckby ua@ **Mob No.**

fo0@l0@bdkbZ izHkkjh@dk;kZy;k/;{k

**HoD/CoS/Head of Unit**

**vodk'k ;k=k NwV vuqHkkx ds mi;ksx ds fy,@ For use by LTC Section**

1. deZpkjh }kjk miyC/k djk;k x;k mi;qZDr C;kSjk lR;kfir fd;k x;k@ Particulars as given above by the employee verified.
2. vodk'k ;k=k fj;k;r ¼,yVhlh½ ¼x`g [uxj@laiw.kZ](mailto:uxj@laiw.kZ) Hkkjr½------------------------------------------------- [kaM o"kZ ds fy, ------------------------------rd dh vof/k ds nkSjku -------------------------------------------- ls ----------------------------- LohÑr@vLohÑrA vxj vLohÑr gksrk gS rks mldk dkj.k ------------------------------------------------- gS@LTC (Home Town/All India)…………………………….. for the Block Year………………………… during period from ………………………………………. To ……………………………….sanctioned/not sanctioned. In case not sanctioned, reason (s) is/are……………………………………………………………………………………………………………
3. vodk'k ;k=k NwV ¼,yVhlh½ ds fy, LohÑr /kujkf'k ------------------------------- gS@ Amount Rs……………………………………………….. sanctioned as an advance for LTC

dk;Z lgk;d vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

Dealing Assistant SO AR DR Registrar

[**Ñ-i-m-@P.T.O**](mailto:Ñ-i-m-@P.T.O)**.**

**¼foRr dk;kZy; ds mi;ksx gsrq½@(FOR FINANCE OFFICE USE)**

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| eq[; ctV “kh’kZ  Major Budget Head |  |
| Y?kq ctV “kh’kZ  Minor Budget Head |  |
| ctV dh /kujkf'k  Budgeted Amount |  |
| iz;qDr gqbZ /kujkf'k  Amount Spent |  |
| fcy ds lkFk miyC/k “ks’k  Balance available including the bill |  |

**Hkqxrku gsrq ikfjr :i;s@ Passed for Rs -**-------------------------------------------------------------------------------------------------------------------

¼'kCnksa esa@ In words Rs ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------½

lgk;d vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

Dealing Assistant SO AR DR Registrar

**uxn Hkqxrku@psd la[;k Paid in Cash/Cheque No ----------------------------fnukad@ Dated ---------------------------------------#i;s@ Rs ----------------**

lgk;d@dSf'k;j vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

Asst/Cashier SO AR DR Registrar