**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली**

**Indian Institute of Science Education & Research Mohali**

**सेक्टर 81, एस.ए.एस नगर मोहाली /Sector 81, S.A.S Nagar Mohali**

एल.टी.सी के लिए आवेदन पत्र

**APPLICATION FORM FOR LTC**

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| --- | --- | --- | --- |
| 1. | सरकारीसेवककानाम/  Name of the Government Servant | : |  |
| 2. | पद /Designation | : |  |
| 3. | प्रवेशकरनेकीतिथि /Date of Joining | : |  |
| 4. | वर्तमानवेतन /Present Pay | : |  |
| 5. | गृहनगरजैसाकिसर्विसबुकमेंदर्जहै/Hometown as recorded in the Service Book | : |  |
| 6. | क्यापत्नी/पतिकार्यरतहैंऔरयदिऐसाहैतोएल.टी.सी/  Whether Wife/Husband is employed and if so whether entitled to L.T.C | : |  |
| 7. | क्यागृहनगरमेंजानेकेलिएरियायतकालाभउठायाजानाहै, औरयदिऐसाहैतोब्लॉकजिसकेलिएएल.टी.सीकालाभउठायाजानाहै/ Whether the concession is to be availed for visiting hometown ,and if so block for which L.T.C is to be availed | : |  |
|  | 1. यदिरियायत "भारतमेंकहींभी" जानेकीहै, तोजिसस्थानपरजानाहै/ If the concession is to visit" anywhere in India”, the place to be visited 2. ब्लॉकजिसकेलिएलाभउठायाजानाहै/ Block for which to be availed | : |  |
| 8. | छुट्टीकीअवधिऔरप्रकृतिऔरजावकयात्राशुरूहोनेकीतारीख/ Period and nature of leave and date of commencement of outward journey | : |  |
| 9. | मुख्यालयसेगृहनगर/सबसेछोटेमार्गसेयात्राकेस्थानकेलिएएकलहवाई किराया/रेलकिराया/बसकाकिराया/ Single air fare/rail fare/bus fare from the headquarters to hometown/place of visit by shortest route | : |  |
| 10. | केलिएआवश्यकरियायत/The concession required for | : | स्वयं/परिवार/दोनों/ Self/Family/Both |
| 11. | (a)जिनव्यक्तियोंकेसंबंधमेंएल.टी.सीकालाभउठानेकाप्रस्तावहै /Persons in respect of whom L.T.C is proposed to be availed | : | P.T.O. |

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| --- | --- | --- |
| **अनुक्रमांक /**  **Sr. No** | **नामऔरउम्र /**  **Name & Age** | **संबंध/ Relationship** |
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**(b). भ्रमण कार्यक्रम/Tour Programme: (**स्वयम केलिए /**for self)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Departure Place | Date & Time | Mode of Travel | Class of Travel | Arrival Place | Date & Time |
| **Outward Journey** |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Return Journey** |  |  |  |  |  |  |
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**(c). भ्रमण कार्यक्रम /Tour Programme: (**परिवार के लिए /**for family)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Departure Place | Date & Time | Mode of Travel | Class of Travel | Arrival Place | Date & Time |
| **Outward Journey** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Return Journey** |  |  |  |  |  |  |
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| --- | --- | --- | --- |
| 12. | आवश्यकअग्रिमराशि /Amount of advance required | : |  |
| 13. | अर्जित अवकाश का नकदीकरण /Encashment of earned leave required | : | Yes / No \_\_\_\_\_\_\_\_\_\_\_\_ : \_\_\_\_\_\_\_\_\_\_\_\_ days |

**हवाईयात्राकेलिएमहत्वपूर्णनोट:**

i) सरकारीकर्मचारियोंकोउनकेहकदारयात्रावर्गपरसर्वोत्तमउपलब्धकिरायावालीउड़ानकाचयनकरनाहैजोकिसबसेसस्ताकिरायाहैउपलब्धहै, अधिमानतः3 घंटेकेस्लॉटमेंनॉन-स्टॉपउड़ाकेलिए।

ii) एलटीसीदावोंकेनिपटानकेउद्देश्यहेतुबुकिंगकेसमय, उन्हेंएटीएकेसंबंधितवेबपेजकेप्रिंट–आउटकोअपनेपासरखनाहोगा, जिसमेंउड़ानऔरकिराएकाविवरणहोगा।

iii) हवाईटिकटकेवलतीनअधिकृतट्रैवलएजेंटों (एटीए) सेहीखरीदेजाएंगेजिनकेनामहैं: (क) मैसबालमेरएंडलौरी (ख) मैसअशोकट्रेवल्सएंडटूर्स (ग) आईआरसीटीसी

**मैंवचनदेताहूं:**

क) अग्रिम प्राप्ति के 10 दिनों के भीतर यात्रा के लिए टिकट प्रस्तुत करें और यदि एलटीसी के लिए आवेदन में बताए अनुसार बाहरी यात्रा शुरू नहीं हुई है तो शेष राशि वापस करें।

ख) अग्रिमलेनेकीतारीखसेएकमहीनेकेभीतरयात्रारद्दकरनेयाअग्रिमलेनेके 10 दिनोंकेभीतरटिकटपेशकरनेमेंविफलरहनेकीस्थितिमेंसंपूर्णअग्रिमएकमुश्तवापसकरनेकेलिए।

ग) मेरीपात्रताकेअनुसारऔरसंस्थानद्वाराअपनाएगएभारतसरकारकेएलटीसीनियमोंयाविशिष्टनियमोंकेअनुसारहवाई/रेल/सड़कमार्गसेयात्राकरना |

घ) मैंयात्राकेघोषितस्थानमेंकिसीभीपरिवर्तनयातारीखोंकेपरिवर्तनकेबारेमेंयात्राशुरूहोनेसेपहलेसक्षमप्राधिकारीकोसूचितकरूंगा।

**प्रमाणितकियाजाताहैकि :-**

1. यहप्रमाणितकियाजाताहैकिउपरोक्ततथ्यसत्यहैंऔरकोईभीगलतबयानमुझेसीसीएस (एलटीसी) नियम, 1988 केनियम 16 औरसंबंधितअनुशासनात्मकनियमोंकेतहतउचितकार्रवाईकेलिएउत्तरदायीबनादेगा |

2. मेरेपति/पत्नीसरकारीसेवामेंकार्यरतनहींहैं/मेरेपति/पत्नीसरकारीसेवामेंकार्यरतहैंऔरब्लॉकवर्षकेलिएउनकेद्वारास्वयंयापरिवारकेकिसीभीसदस्यकेलिएअलगसेरियायतकालाभनहींलियागयाहै।/

**Important Note for Air Travel: -**

(i) Government employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a 3 hours slot.

(ii) At the time of booking, they are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.

(iii) Air tickets shall be purchased only from the three Authorized Travel Agents (ATAs) only namely (a) M/s Balmer Lawrie & Company (b) M/s Ashok Travels & Tours (c) IRCTC.

**I undertake: -**

(a) To produce the tickets for the journey within 10 days of receipt of the advance & refund the balance if the outward journey was not started as stated in the application for LTC.

(b) To refund the entire advance in lump sum, in the event of cancellation of the journey within one month from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance.

(c) To travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute

(d) I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

**Certified that: -**

1. The information, as given above is true to the best of my knowledge and belief; and and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

2. My spouse is not employed in Government service / my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for the block year.

दिनांककेसाथआवेदककेहस्ताक्षर / Signature of the Applicant with date

कृपयाअग्रेषितकरें। / Forwarded please.

प्रधान/अनुभागप्रभारी / Head/Section Incharge

**(A)FORUSEOFESTABLISHMENTSECTION**



FreshRecruiti.e.joiningGovt.Serviceafter01.09.2008/otherwise,Dateofjoining:\_\_\_\_\_\_\_\_; Block Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Particulars | Last Availed | Current LTC |
| 01 | NatureofLTC(HomeTown/AnywhereinIndia-place  visited/tobevisited) |  |  |
| 02 | Period (from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| 03 | LTC for self/Family |  |  |
| 04 | Earned Leave encashment (No. of days) |  |  |
| 05 | Earned Leavestandingtohiscrediton \_\_\_\_\_\_\_\_\_\_\_=  BalanceEarned leaveafterthisencashment=  EarnedLeave encashment admissible= |  |  |
| 06 | Period and natureofleaveapplied forand needto  besanctioned |  |  |

MayconsiderandapprovetheaboveLTC(Home-Town/AnywhereinIndia), Leaveand EncashmentofLeave.

Office Assistant (MS) Superintendent AR/DR

**(B) For use by the Accounts Section**

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| --- | --- | --- | --- | --- | --- |
| From | To | Mode of Travel | No. of Fares | Single Fare | Amount |
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Total Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advance Admissible (90% of above) = Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passed for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in words); Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Debitable to LTC advance :

Dr./Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Assistant (MS) Superintendent AR/DR

**(C) For USE BY THE AUDIT SECTION**

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| --- |
| Comments / Observations:  Consultant Sr. Consultant |

Recommended & Forwarded : Approved / Not approved

Registrar : Director / Registrar

