



गोविन्द बल्लभ पंत राष्ट्रीय हिमालयी पर्यावरण संस्थान
GOVIND BALLABH PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT
कोसी-कटारमल, अल्मोड़ा-263643, उत्तराखण्ड
KOSI - KATARMAL, ALMORA - 263 643, UTTARAKHAND

छुट्टी यात्रा रियायत/छुट्टी यात्रा रियायत अग्रिम हेतु आवेदन पत्र
APPLICATION FOR LTC/LTC ADVANCE

1. कर्मचारी का नाम/Name of the Official : _____
2. पदनाम/Designation : _____
3. कार्मिक कोड संख्या/Employee Code No. : _____
4. नियुक्ति की तिथि/Date of appointment : _____
5. सेवा पुस्तिका में घोषित गृह नगर का नाम/
Place of hometown as declared in the Service Book : _____
6. क्या पति/पत्नी सरकारी सेवा में कार्यरत है? यदि हां, तो क्या वे एल.टी.सी. के हकदार है/ Whether wife/husband is employed and if so whether entitled to L.T.C . (इस आशय का प्रमाण पत्र संलग्न करें/ Enclose the certificate : _____
7. गत खंड वर्ष के छुट्टी यात्रा रियायत का विवरण/
Particulars of LTC availed for previous Block Years खंड अवधि/Block Period : _____
खंड वर्ष/Block Year : _____
प्रकार/Type : गृहनगर/Home Town)/ अन्यत्र/elsewhere)
8. क्या पिछली बार लिया गया एलटीसी अग्रिम का निपटान किया गया है? (यदि नहीं, तो कृपया विवरण का उल्लेख करें)/
Whether previous LTC advance settled
(if not, please mention details) : _____
9. खंड अवधि एवं वर्ष जिसमें लाभ प्रस्तावित है/
Block Period & Year for which now proposed to avail : _____
10. छुट्टी का प्रकार और अवधि/Type & Period of Leave : _____
11. एलटीसी के प्रकार एवं यात्रा का स्थान (दूरस्थ स्थान)/
Type of LTC & Place of visit (farthest point) : गृह नगर/Home town)/ अन्यत्र/elsewhere)
12. यात्रा का अनुमानित खर्च/Estimated Travel cost : _____
13. यात्रा प्रारम्भ की संभावित तिथि/
Probable Date of onward journey : _____
14. यात्रा वापसी की संभावित तिथि/
Probable Date of return journey : _____
15. सुविधा का लाभ उठाने वाले परिवार के सदस्यों का विवरण/Particular of family members availing the facility:

क्र.सं. Sl. No.	परिवार के सदस्यों का नाम (स्वयं सहित)/ Name of Family Members (including self)	संबंध Relationship	आयु. Age

16. अग्रिम की आवश्यकता / Advance required : अपेक्षित (Required)/ अनापेक्षित (Not required)

17. अर्जित छुट्टी का नकदीकरण (छुट्टी यात्रा रियायत नियमों के अनुसार)

Encashment of EL (as per LTC rules)

: अपेक्षित (Required)/ अनापेक्षित (Not required)

दिनांक / Date: _____

हस्ताक्षर / Signature: _____

केवल प्रशासन के प्रयोग हेतु / For Administration use Only
कुल जमा अर्जित छुट्टियाँ / Total Earned Leaves in credit:
हस्ताक्षर / Signature:
प्रशासनिक अनुभाग की टिप्पणी / Remarks of Administration Section:

उपरोक्त विवरण की जाँच की गई और सही पाया गया।

The above particulars have been verified and found correct.

संबंधित सहायक की टिप्पणी / Remarks of Dealing Assistant _____

हस्ताक्षर / Signature: _____

नाम / Name: _____

आशुलिपिक (प्रशासन) / Stenographer (Admin) _____

हस्ताक्षर / Signature: _____

नाम / Name: _____

प्रशासनिक अधिकारी / Administrative Officer

निदेशक / Director

DECLARATION

I _____ hereby certify that the above particulars furnished by me are true and correct.

I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 20____ and 20_____.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.

I also declare that my husband/wife is not employed in Government service

OR

My husband/wife working in Government service has not availed LTC for the current year/block.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of advance.

I also agree to credit forthwith to the office any excess amount of advance left with me for any reason whatsoever

I also agree to produce evidence of purchase of tickets, etc., for myself/members of my family, as the case may be, for the forward journey within 10 days or before the commencement of the journey, whichever is earlier, from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawal of my salary, together with the penal interest @ 2 % over GPF interest on the entire advance from the date of drawal to the date of recovery.

I am aware that if I do not submit the LTC bill within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal @ 2 % over GPF interest.

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.

I also understand that if the LTC is availed only for self, the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end holidays/RH alone.

Date:

Signature