



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद-८२६००४

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD-826004

APPLICATION FOR AVAILING LEAVE TRAVEL CONCESSION (For Dependent family members only)

1	Name of Applicant	
2	Designation	
3	Department	
4	Kind of LTC	Home Town/ Any where in India
5	Block Year	
6	Place of Visit	
7	Details of family member, who will avail LTC	

Sl. No.	Name	Relationship	Age

Signature of Applicant

(Application only in case any claim is made for father, mother or any other family member etc, following certificate needs to be signed by the applicant)

My father/motherfor whom LTC has been claimed above is/are residing with me wholly dependent on me and his/her monthly income is less than ₹9000/p.m. from all possible sources.

Signature of Applicant

(Application for leave encashment for maximum 10 days of EL. Nature and period of leave for availing LTC)

I wish to avail leave encashment during above LTC. I will avail above LTC by taking..... leave/vacation fromtoTotal encashment of leave including above isdays.

Signature of Applicant

(For use of the Department/Section)

Forwarded for approval, if the application is in order

Signature of HOD/Sectional Head

(For use in the Establishment Section)

Certified that the LTC as applied for is permissible for the Block Year..... . Leave encashment of LTC is also permissible as per rules. The total leave encashment after this LTC will bedays. Entered in service book page No.....

D. Astt.

Jr. Supdt.

Supdt.(Estt.)

Astt. Registrar(Estt.)

(Approval/Sanction of the Competent Authority)

Leave Travel Concession along with leave encashment during LTC is sanctioned. It may be availed within six months from the date of issue of order.

Date:

Registrar