

CENTRAL RESEARCH INSTITUTE FOR JUTE AND ALLIED FIBRES
 INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 P.O. BARRACKPORE : DIST-24-PARGANAS
 WEST BENGAL

APPLICATION FOR L.T.C.

1. Name :
2. Designation :
3. Basic Pay :
4. Station/Section, Division. :
5. Whether L.T.C. is required to visit. :
 - (a) Home Town :
 - (b) Any place in India. :
6. Name of declared Home Town. :
7. Name of place proposed to visit. :
 - (a) District :
 - (b) State :
 - (c) Nearest Railway Stn. :
8. Block year to avail:
9. Date of commencement of journey.
10. L.T.C. is required for. :

Sl. No.	Name	Relation	Age

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- *(a) Certified that my wife/husband for whom LTC claimed by me is employed in _____ (Name of the Organisation) which provides LTC facilities but she/he has not preferred and will not prefer any claim to his/her employer.
- (b) Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Undertakings/Corporation/Autonomous Bodies financed wholly or partially by the

Central Govt. or a Local body which provide LTC facilities to its employees and their families.

I declare that the above statements are true.

Date:-

(Signature of the applicant)

* Strike out which is not applicable

Recommendation of the Head of Section/Division.

N.B. Incorrect & false statement is liable to disciplinary action.

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1. Date of Entry into Service;
 2. Whether rendered one years : continues service or not.
 3. Block year last availed :
 4. Details of relatives for : which LTC last availed.
 - 5.
 6. Whether Home town declaration : is available in Service book.
 6. Whether family declaration is : available in Service book or not.
 7. Whether husband/wife is employed or not, if employed;
 - (a) Joint declaration available in Service book or not.
 - (b) Please put up letter to employer of spouse regarding the present grant.
 8. Whether the names and ages of present claim for LTC tally with the family declaration.
 9. Present claim is admissible for : (state members & block)
 10. Whether entry made in the Service Book.
 11. He is not under suspension :
 12. Remarks of dealing Assistant:
 13. Advance bill attached or not.

Dealing Assistant

Superintendent.

Sanction Order