वैज्ञानिक और औद्योगिक अनुसंधान परिषद, अनुसंधान भवन, रफी मार्ग, एन.डी.-1

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH, ANUSANDHAN BHAVAN, RAFIMARG, N.D.-1**

छुट्टी यात्रा रियायत के लिए आवेदन  
**APPLICATION FOR LEAVE TRAVEL CONCESSION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| आवेदन की तिथि /Date of application | | | |  | | | | | | | | | | | | | | | | | |
| 1. | नाम/Name | | |  | | | | | | | पदनाम/Designation | | | | | |  | | | | |
| 2. | अर्जित/ आकस्मिक छुट्टी/Earned/Casual leave from | | | | | | | | | |  | | | | | | To | | |  | |
| 3. |  | | prefix/पहले जोड़ने और | | | | |  | | | | | | suffix/बाद में जोड़ने की अनुमति सहित | | | | | | | |
| 4. | एलटीसी ब्लॉक वर्ष, जो कि देय एवं स्वीकार है/Block year for which LTC is due and admissible | | | | | | | | | | | | | | | | | | | |  |
| 5. | .गृह नगर/प्रस्तावितस्थान/Home Town/ Proposed Place to visit | | | | | | | | | | | | | |  | | | | | | |
| 6. | नज़दीकी रेलवे स्टेशन/एयरपोर्ट/Nearest Railway Station/ Airport | | | | | | | | | | | | | |  | | | | | | |
| 7. | परिवार का विवरण जिसके लिए रियायत मांगी गई है/Details of family for whom concession required:- | | | | | | | | | | | | | | | | | | | | |
| क्र.सं./  S. No. | नाम/Name | | | | उम्र/Age | | | संबंध/Relationship | | | | | पिछले लिए गए एलटीसी का ब्यौरा/Details of last LTC availed | | | | | | | | |
|  |  | | | |  | | |  | | | | | Block Year: | | | | | | | | |
|  |  | | | |  | | |  | | | | | Number of persons and relationship: | | | | | | | | |
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| 8. | ब्राह्म यात्रा शुरू करने की प्रस्तावित तारीख/Proposed date of outward journey | | | | | | | | | | | | | | | | |  | | | |
| 9. | रेल/हवाई यात्रा की प्रस्तावित श्रेणी/Proposed class of rail/air travel | | | | | | | | | | | | | | | | |  | | | |
| 10. | एलटीसी अग्रिम/LTC Advance | | | | |  | मांगा गया/Requested | | | | | |  | | | नहीं मांगा गया/Not requested | | | | | |
| 11. | अर्जित अवकाश के नकदीकरण हेतु दिनों की संख्या/ No. of days of leave encashment applied | | | | | | | | | | | | | | | | | |  | | |
|  |  | | | | | | | | |  | | | | | | | | | | | |
|  |  | | | | | | | | | आवेदक के हस्ताक्षर/Signature of applicant | | | | | | | | | | | |
|  | | संस्तुति की गई Recommended | | | | | | |  | | | संस्तुति नहीं की गई Not recommended | | | | | | | | | |
|  | |  | | | | | | |  | | |  | | | | | | | | | |
|  | |  | | | | | | |  | | | अनुभाग/शाखा अधिकारी/Section/Branch officer | | | | | | | | | |

स्वीकार्यता प्रमाणपत्र ADMISSIBILITY CERTIFICATE

1. डा/श्री/सुश्री/श्रीमती \_\_\_\_\_\_\_\_\_\_\_\_\_पदनाम \_\_\_\_\_\_\_\_\_के खाते में निम्नलिखित अवकाश है/

The following at credit of Dr./Shri/Km./Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

अर्जित अवकाश/Earned Leave \_\_\_\_\_\_\_\_\_days (b) अवेतन अवकाश/HPL \_\_\_\_\_\_\_\_days

1. पिछले लिए गए एलटीसी का ब्लॉक वर्ष\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_स्थान \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block year for last LTC availed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. अभी तक लिए गए अर्जित अवकाश के नकदीकरण के दिनों की संख्या \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of days for which leave encashment already availed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ दिनों के अर्जित अवकाश के नकदीकरण की स्वीकृति प्रदान की जाती है |

E.L. Encashment of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days may be granted.  
5. उपरोक्तानुसार स्वयं तथा परिवार के लिए ब्लॉक वर्ष \_\_\_\_\_\_\_\_ के लिए एलटीसी देय एवं स्वीकार्य है |

LTC for self and family as detailed above for the block year \_\_\_\_\_\_\_\_is due and admissible.

6. उपरोक्त्त उल्लिखित छुट्टी और एलटीसी की मंजूरी दी जा सकती है /

Leave and LTC as stated above may be sanctioned.

7. गृह नगर/प्रस्तावित स्थान की दोनों ओर/एक ओर की यात्रा के लिए स्वीकार्य धन अग्रिम की भी मंजूरी दी जा सकती है I

LTC advance for both ways/ onward journey to ‘Home town’/proposed place to visit as admissible

may also be sanctioned.

8. अनुमोदन हेतु प्रस्तुत है / Submitted for approval.

**स्थापना सहायक/Estt.Asst.**  **अनुभाग अधिकारी/Section officer**

**अवर सचिव (के. का.)/US(CO)**