



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

(An Institute of National Importance by an Act of the Parliament, Govt. of India)

Mahatma Gandhi Avenue, Durgapur-713209, West Bengal, INDIA.

Section: A

Application for grant of LTC, LTC Advance & EL Encashment

1.	Name of the Employee and ID No.		
2.	Designation & Department		
3.	Date of Joining the Service		
4.	Present Pay in the Scale of Pay & AGP/GP		
5.	Whether permanent or temporary or Contract		
6.	Home Town as recorded in the Service Book		
7.	Details of LTC & Leave Encashment availed in previous employment &/ current employment (if any)		
8.	Whether wife/husband is employed and if so whether entitled to LTC [Please tick mark (✓)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	HOME TOWN: Whether the concession is to be availed for visiting home town and if so mention the block for which LTC is to be availed and occasion [Please tick mark (✓)]/ Conversion of Home Town LTC	<input type="checkbox"/> Block Period	For Fresh Recruits <input type="checkbox"/> 1 st Occasion <input type="checkbox"/> 2 nd Occasion <input type="checkbox"/> 3 rd Occasion
10.	ALL INDIA: Whether the concession is to be availed for travel to any place in India, mention the name of the place and block year for which is to be availed [Please tick mark (✓)]	<input type="checkbox"/> Block Period	
11.	Name of the Place to visit and its Nearest Railway Station/ Airport		
12.	Single air fare/rail fare/bus fare from the headquarters to home town/place of visit by shortest route		
13.	Date of commencement of outward journey and Date of return to the NIT Durgapur		
14.	Nature & Period of leave* [CL/EL/HPL/Vacation/Other(specify)] to be availed *(Leave application sanctioned by the Competent Authority to be enclosed)		

15.	Persons in respect of Whom LTC is proposed to be availed.			
	S. No.	Name	Age	Relationship
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
16	LTC advance required ?		Yes/No	
17	EL encashment (Maximum 10 days at a time and maximum 60 days in entire career along with LTC), Tick any one		Yes/No	
<p>I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum. I have enclosed the duly filled in self certification form.</p> <p>Forwarded</p> <p>.....</p> <p>Signature of HOD</p> <p>.....</p> <p>Signature of Applicant</p>				

Section: B

FOR USE IN ESTABLISHMENT OFFICE ONLY

Particulars provided at Sl. No. 1 to 15 are verified and found correct. LTC may be approved for the Block Period 20..... To 20..... for the claimant and/or his/her dependent family members as mentioned at Sl. No. 15 (1 to 6) [strike out which is not admissible] as per applicable rules.

No. of times leave encashment availed: - (.....)

No. of EL balance: - (.....)

Leave encashment may be sanctioned for (.....) days.

Dealing Assistant

Joint Registrar (Estt.)

Section: C**FOR USE IN ACCOUNTS OFFICE ONLY**

Certified that no previous advance is pending against the employee. Advance may be sanctioned for LTC and/or Leave Encashment as follows:

Head	Estimated Amount	Admissible Amount	Rounded Off
LTC Advance (Maximum 90% of total fare may be Payable)			
Earned Leave Encashment (If applicable) For..... days			
		Total Amount (₹)	

Dealing Assistant (F&A)

Joint Registrar (F&A)

Registrar

Dean (FW) (For Faculty)

Director

(To be submitted to Establishment Section for issue of Office Order in case of approval)

LTC Rules in brief: -

1. Eligibility: - Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.
2. Family: - (i) The Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Govt. servant, irrespective of whether they are residing with the Govt. servant or not.
(ii) married daughters divorced, abandoned or separated from their husband and widowed daughters and are residing with the Govt. servant and wholly depend on the Govt. servant.
(iii) parents and/ or stepparents wholly dependent on the Govt. servant, whether residing with the Govt. servant or not;
(iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husband or widowed sisters residing with and wholly depend on the Govt. servant provided their parents are not alive or are themselves wholly dependent on the Govt. servant.
3. Dependency: - A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. Rs. 9000/- p. m.) and dearness Relief thereon is deemed to be wholly dependent on the Govt. servant.

Condition of dependency not applicable on the husband and wife. They are one unit for the purpose of LTC.

4. LTC can be availed during Vacation preferably, but not during weekend holidays without availing any leave.
5. The current block is, block year 2022-2025 (four years block). During the block year 2022-25, a Government servant can avail two concessions, i.e. one for 2022-23 block and second for 2024-25 block.

Of the above two concessions, he can avail-

- (i) Both of them to home town, or
- (ii) First block to anywhere in India and the second block to home town, or
- (iii) First block to home town and second to anywhere in India.

If a Govt. servant can not avail the concession in block 2022-23, he can avail it during grace time till 31.12.2024.

6. Journey by Air:-
 - (i) Booking of tickets are to be done directly from three authorized travel agents viz. Balmer and Lawrie and company Ltd., Ashok Travels and Tours and IRCTC or from self-booking tool/ online booking website/ portal of three authorized agencies.
 - (ii) The choice of travel agent for booking of ticket is left open to the official based on convenience and service quality. No agency charges will be paid. **Tickets are to be booked 21 days prior to the intended date of travel.**
 - (iii) Employees may choose **best available fare** on their entitled class which is the cheapest fare, preferably non-stop flight.
 - (iv) Government servants not entitled to travel by air may travel by any airlines and claim reimbursement of train fare by the entitled class.
 - (v) Effective from 9.9.2016, the dynamic fare component shall not be admissible where non-entitled Govt. servant travel by air and claim reimbursement of entitled class of

Rajdhani/ shatabdi / Duranto trains. Reimbursement will be for fare after deducting the dynamic fare component.

- (vi) Reimbursement for tour packages operated by IRCTC including those involving air travel is allowed.