



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग/ ADMINISTRATION SECTION

Proforma L-6 (New)

APPLICATION FOR GRANT OF L.T.C.

(To be submitted in the Administration Section at least 15 days in advance of the commencement of journey)

Calendar/ Block Year..... Home Town..... Present Pay Level:

Sub Block (in case of Block Year) Present Basic Pay:

1. P.F. No. Name..... Designation

2. Department/ Section Date of Joining Contact No.....

3. Whether leave is required for availing L.T.C. (Please tick option as applicable) Yes No

If So, Nature of Leave..... Duration of Leave, From..... To.....

4. Details of Journey: Duration of Journey, From..... To.....

5. Details of L.T.C. (Please tick desired option): Home Town / Any place in India / In lieu of Home Town

Place of visit (also mention district & State):.....

6. Previous LTC Details (including name, Calendar/ Block year, Type of LTC)

7. (i) Details of family members (Self, Spouse & Children) who will avail L.T.C.

	Full Name	D.O.B.	Relationship
(a)
(b)
(c)
(d)

(ii) Dependent parents, minor brothers and sisters residing with and wholly dependent on the applicant who will avail L.T.C:

	Full Name	D.O.B.	Relationship	Why fully dependent
(a)
(b)
(c)
(d)

8. Amount of advance required, if any:

Date.....

Signature of the applicant

(Recommendation of the Head of Department/ Section)

Date.....

Signature of Head of Department/ Section

(For office use)

The information furnished by the applicant has been verified and the application is submitted for consideration with the following remarks:

1. The request for LTC does/ does not conform to the Institute/ GOI guidelines.
2. Previous LTC availed by employee.....
3. Any other remarks(s).....

Dealing Assistant

JS/ Supdt. (Admin.)

(Recommended/ Not Recommended)

(Approved/ Not Approved)

AR/ DR/ JR (Admin.)

Registrar



DECLARATION FOR GRANT OF L.T.C.

I hereby declare and certify that:

- i. Previous L.T.C. Advance drawn by me (if any) on.....has been adjusted in the month of20...
- ii. Leave of above-mentioned duration (if required) has been applied by me on Pingala.
- iii. Dependent family members (except spouse & children) for whom L.T.C. is claimed (if any) are residing with me and are wholly dependent upon me.
- iv. I have not previously availed LTC of the Block/ Sub Block/ Calendar Year I am applying for.
- v. I have already completed one year of service (without any break in service, before journey date).
- vi. My spouse is not working in/ not availing LTC by any Institute/ Central Government/ State Government/ an autonomous public undertaking/ Semi-Government organization such as a Municipality, Port Trust, Nationalized Banks, Life Insurance Corporation of India etc. (If LTC claimed for spouse).
- vii. If more than two children (when second child is not twins/ multiple births)- last child born was before 20.10.1998. Further, children are not married/ earning for whom LTC is claimed. Further, my spouse has not availed LTC facility in respect of children in present block year.
- viii. I understand that in event of false declaration I shall be liable for suitable action under the Institute/ GOI norms along with recovery of LTC amount paid to me along with interest.

Date.....

Signature

Name of Employee.....

Designation.....

P.F. No.....