



NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

To,

Registrar,
National Institute of Technology Patna
Ashok Rajpath, Patna-05

Subject: Application for availing Home Town/ All India LTC for the block year.....

1	Name of Employee	
2	Designation	
3	Department	
4	Pay and Grade Pay	
5	Whether married Yes or No If married, office in which spouse employed and its address	
6	Date of Joining	
7	Date of Birth	
8	Place of Home Town already Declared	
9	Place to visit he/she intends to proceed now	
	a. Date of outward journey	
	b. Date of return journey	
	c. Nature of leave proposed to be taken	From To
10	Present residential address	
11	Mode of travel & class (Bus/Train/Air)	
	Total amount of fare	
12	Amount of advance (if required)	

Details of family members including self who are availing of the concession

S.N.	Name	Age	Relationship

(Signature of Applicant)



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ASHOK RAJPATH, PATNA-800 005 (BIHAR)

To,

Registrar,
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Ashok Rajpath, Patna-05

Subject: Application for **Leave Encashment (Earned Leave)** along with LTC.

Sir,

I am requesting for leave encashment (Earned Leave) as per Ministry of Personnel, Public Grievances & Pension's Office Memorandum F.No.31011/4/2008-Estt.(A) dated: 23rd September, 2008 revised time to time. Required details are here under for your references.

1. Name of the Employee : _____
2. Designation : _____
3. Department : _____
4. Pay and Grade Pay : _____
5. Block year of LTC : _____
6. Nature of LTC : _____
(Home Town / Elsewhere)
7. No. of days of encashment of EL required with LTC: _____
8. No. of days of EL encashment earlier with LTC, if any: _____

Declaration

I fully understand the rules & regulations for availing encashment of Earned Leave with LTC. If any discrepancy found in information given above or any excess payment made to me, I will be liable for the same & will refund the excess amount paid to me.

Signature of the applicant