

To,

The Registrar,  
J.C. Bose University of Science & Technology, YMCA,  
Faridabad (Haryana)

**Sub: New Scheme of Leave Travel Concession (LTC) for visiting Home Town and any place in India for the State Government Employees.**

Respected Sir/Ma'am,

As has been decided by the Government that one month's salary would be admissible to the State Government employees in block of four year in lieu of LTC/HTC facility. In this regard, it is submitted that I have not availed the facility of LTC during the block year 2024-2027 (01.01.2024 to 31.12.2027).

It is therefore, requested that one month's salary may kindly be disbursed to me at your earliest convenience in respect of the LTC for the block year 2024-2027.

Thanking you,

Dated:

Yours faithfully

(Signature)

Name:

Designation:

D.O.J.:

Regular/SFS:

**Proforma of L.T.C. for the block year (2024 - 2027)**

- 1 Name of Applicant:  
(आवेदक का नाम)
- 2 Father's Name/Husband's Name:  
(पिता/पति का नाम)
- 3 Designation of the Applicant:  
(आवेदक का पद)
- 4 Name of the Branch:  
(विभाग/कार्यालय)
- 5 Pay-Band of the Applicant:  
(आवेदक का पे-बैंड)
- 6 Bank A/C No of the Applicant (  
(आवेदक का बैंक खाता न०)
- 7 Date of Retirement  
(आवेदक की सेवानिवृत्ति की तिथि)
- 8 Whether the spouse is working or not? Yes/No (हां/ नहीं)  
(क्या आवेदक का पति या पत्नी कार्यरत है)  
If yes, then enclose the following:  
(यदि हां तो निम्नलिखित संलग्न करें:-)  
a) Undertaking in respect of the instruction in memo no.:  
13/19/2008-2SII, dated 18.05.2009. (duly signed by both)  
(क- यदि कमांक 13/19/2008-2सेवाएं-11 दिनांक 18.05.2009 के निर्देशों के संदर्भ में पति एंवम पत्नी द्वारा हस्ताक्षरित  
अंडरटेकिंग)  
b) Original Certificate duly attested by the concerned department/office of the spouse:  
13/19/2008-2SII, dated 18.05.2009. (duly signed by both)  
(ख- पति या पत्नी के संबंधित विभाग/ कार्यालय द्वारा सत्यापित मूल प्रमाण पत्र)  
If no, then enclose the undertaking only (duly signed by the applicant only)  
(यदि नहीं तो आवेदक द्वारा हस्ताक्षरित अंडरटेकिंग संलग्न करें)
- 9 Contact No of the Applicant:  
(आवेदक का फोन नम्बर)

Dated:

Signature of Applicant  
(आवेदक के हस्ताक्षर)

## **UNDERTAKING**

[under para 1 (iii) of instruction in memo no. 13/19/2008-2S-II dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2019.
2. None amongst my entitled family members, including the spouse, is either in service of Government of Haryana or in service under the Central Government or any other State Government or under any other Organization/ Institution/Body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

**Name/Designation/signature of the concerned employee countersigned**

[Strike off whatever portion is not applicable]

## **UNDERTAKING**

[under para 1 (iii) of instruction in memo no. 13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

- (a) I am eligible to draw the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.20109.
- (b) My entitled family members, including the spouse, who is in the employment of Government of Haryana, and who is also eligible to draw the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2009 shall not avail the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2009 separately for the current block of four year regulating the LTC.

Or

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organization/ Institution employer in whatever form on/ Body, etc, wholly or substantially owned or controlled by the Central Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

**Name/Designation/signature of the concerned employee countersigned**

**Name/Designation/signature of the Spouse of the concerned employee**

[Strike off whatever portion is not applicable]