



Indian Institute of Engineering Science and Technology, Shibpur
LTC Sanction Order

No: IEST/DA/LTC/2015/

Date:

The request for sanction of LTC as per the following details is approved by the competent authority and hereby communicated as per the T&C mentioned below:

I. Personal details:

Name		PF. No. of Employee/ Designation	
Grade Pay		Department	

II. LTC particulars:

Home town or Elsewhere (In case of Home town, specify the year)		Block Year	
Destination		Departure Date	
Mode of Journey as per eligibility		Class of journey	
Advance required/ Not required (Max. 90%).		No of ELs for leave encashment, if required	
Nature of leave applied and sanctioned		Period of Leave (Encl. Leave letter)	From : To :

Terms & Conditions:

- 1) The journey should be by entitled class and as per the LTC rules/fare rules, on shortest routes specified by Govt. of India from time to time and as per the approvals given by the Institute.
- 2) Misuse of LTC will attract disciplinary proceedings.
- 3) Leave encashment is admissible on submission of TA bill only.
- 4) Produce the tickets for the outward journey within 10 days of receipt of the advance.
- 5) Settle the LTC advance within 7 days after the date of arrival. In the event of cancellation of the journey, or in case of failure to produce the tickets within 10 days of receipt of advance, I will refund the entire advance in one lump sum.
- 6) Persons proposed to avail LTC are wholly dependent family members, as per eligibility.

Dean (Administrative Affairs) /Dean (Faculty Affairs)

To:

1. The Applicant
2. The Finance Officer Actg.
3. Personal File
4. HOD
5. LTC File