

To

The Deputy/ Assistant Registrar (Accounts),
Guru Jambheshwar University of
Science and Technology, Hisar.

Sub : Request for Payment of Leave Travel Concession (LTC) for the Block Year 2024-27.

Sir,

With reference to the subject cited above. It is submitted that as per LTC Instructions no. 13/19/2008-2SII dated 29.10.2009 and dated 19.05.2010, undersigned is eligible for LTC during above mentioned block year.

- (a) None amongst my entitled family members, including the spouse, is either pensioner or in service of Govt. of Haryana or Central Govt. or any other State Govt. or under any other organization/Institution/body etc. wholly or substantially owned or controlled by Central Govt or any State Govt.
- (b) My entitled family members, including the spouse, who is pensioner or in service of Govt. 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 29.10.2009 shall not avail the benefit promised by the scheme put in place vide memo No.13/19/2008-2SII dated 29.10.2009 separately for the current block of four years regulating the LTC

OR

My entitled family members, including the spouse, who is pensioner or in service of Central Govt. or any other State Govt. or under any other organization/Institution/body etc. wholly or substantially owned or controlled by Central Govt or any State Govt shall not avail the facilities of LTC from their employer in whatever form it is extended.

- (c) I have not availed/will not avail facility of LTC during this block year from any other source

Hence, you are requested to grant me LTC accordingly.

D.A.: as above.

Yours sincerely,

Dated : _____

(Signatures of Pensioner)

Name of Pensioner _____

PPO No. _____

Date of Birth : _____

Address : _____

Mobile No. _____