



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

## Application form for grant of L.T.C.

1. Name of the Government Servant :

2. Designation :

3. Date of entering the Central Govt. Service :

4. Present Pay :

5. Whether permanent or temporary :

6. Home town as recorded in the Service Book :

7. Whether the concession is to be availed for  
Visiting

(a) Home Town :

(b) Anywhere in India, the place to be visited :

(c) Block for which LTC to be availed :

8. Person in respect of whom LTC is proposed to be availed:

S. No.	Name	Age	Relationship

9. Mode of travel :

10. Amount of advance required (Attach estimate) :

11. Encashment of 10 days Earned Leave required (Yes/No) :

12. Proposed date of journey :

### Declaration to be given by the Government Servant

I declare that

- The particulars furnished above are true and correct to the best of my knowledge.
- I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the first block of four years.
- My husband/wife is not employed in Government Service.
- My wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date

Signature of Applicant

**GRANTED**



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**Certificate to be given by the Controlling Officer**

CERTIFIED –

- (i) *That Shri/Smt./Kumari .....has rendered continuous service for one year or more on the date of commencing the outward journey.*
- (ii) *That, necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 43/1/55-Ests. (A), Part-II, dated the 11<sup>th</sup> October, 1956, have been made in the Service Book of Shri/ Smt./Kumari .....*

Signature and Designation of the  
**Controlling Officer**