


Office Order No. 31-SO /PMC/2018

Dated : 02.11.2018

ORDER

It is hereby ordered that the enclosed format for grant of Leave Travel Concession (LTC) used by the P&AR Department , Government of West Bengal will be used by all IFS and WBFS officers while applying for grant of LTC (Home Town and Anywhere in India). The application should be addressed to the Addl. Chief Secretary or Principal Secretary to the Government of West Bengal, Department of Forest through proper channel at least two weeks prior to date of commencement of journey . This will come into immediate effect .

Employees other than IFS & WBFS officers will use the same format and will submit the same to the PCCF&HoFF, West Bengal through proper channel for sanction.

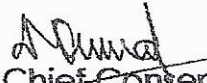

Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal.

No. 7330 /PMC/2E-179/X/2011

Dated : 02/11/2018

Copy forwarded for kind information and necessary action to :-

- (1) The Addl. Chief Secretary to the Government of West Bengal, Deptt. of Forest.
(This has reference to his no. 1826-For/FR/O/G/6M-07/18. Dated 30/10/2018)
- (2) The Principal Chief Conservator of Forests /Wildlife & CWLW, West Bengal.
- (3) The Principal Chief Conservator of Forests /R,M&D, West Bengal.
- (4) The Managing Director, West Bengal Forest Development Corporation Ltd.
- (5) The Chief Project Director, West Bengal Forest and Biodiversity Conservation Project.
- (6) The Dy. Conservator of Forests, Administration, West Bengal.
- (7) The Administrative Officer, o/o the PCCF&HoFF, West Bengal.
- (8) The Head Clerk-I, o/o the PCCF&HoFF, West Bengal.


Principal Chief Conservator of Forests
& Head of Forest Force, West Bengal.

To
The Additional Chief Secretary/Principal Secretary,
Govt. of West Bengal,
Department of Forests.

Sub : Leave Travel Concession (Home Town/Anywhere in India) in my favour relating
to the Block Year _____

Sir,

I intend to travel to _____ for availing of LTC (Home Town/Anywhere in India) for the block year _____ with my dependents, _____ I will go to _____ during the period from _____ to _____ and also return _____ by Air/Rail.

I certify that I have not availed of any LTC during the block period _____ to travel anywhere in the country/home town.

I also certify that _____ my son/daughter/parents are fully dependent on me i.e. income of each of the dependent family members, from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend etc. does not exceed Rs. 3500/- p.m.

The total cost of expenditure towards airfare is stated as below:-

I may kindly be allowed to sanction an advance of Rs. _____ (Rupees _____) only towards airfare for availing of LTC, which is below 90% of the total value of the airfare. Application Form for grant of LTC advance is enclosed herewith for taking necessary action. Admissible claim for reimbursement for availing of LTC will be submitted after performing the journey.

I shall be grateful if I could be sanctioned of 10 days Earned Leave for availing of the said LTC, as per the existing LTC Rules, as applicable to All India Services Officer, I would further like to inform you that I have not availed of any encashment on Earned Leave during the block year _____

Thanking you,

Yours faithfully,

Encl : As Stated.

APPLICATION FORM FOR GRANT OF LTC ADVANCE

01. Name of the Government Servant :
02. Designation :
03. Date of entering the Central Govt. Service :
04. Present Pay + ~~NPA~~ + SI :
05. Whether permanent or temporary :
06. Home Town as recorded in the Service Book :
07. Whether wife/husband is employed
And if so whether entitled to LTC :
08. Whether the concession is to be
availed for visiting Home Town, and
the block for which LTC is to be availed of :
09. (a) If the concessions to visit "anywhere
In India" the place to be sited with nearest
airport/rail station :
- (b) Block for which LTC is to be availed of :
10. Single rail fare/bus fare from the headquarters
To home town/place of visit by shortest route :
11. Name & Designation of the D.D.O. with
full Address :
12. Name of the Pay & A/cs. Office-I/II/III or :
Name of the Treasury Office with full Address :
13. Actual date of LTC journey :
14. Estimate for the said journey shall be :
Restricted to LTC-80 fare of Air India or
the actual fare, whichever is less, for
advance payment :
15. Persons in respect of whom LTC is proposed to be availed :

Sl.No.	Name	Age	Relationship	Dependency (Yes/No)

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C. -
PURPOSE CLAIMED FOR THE BLOCK YEAR :**

1	Name of the Officer	
2	Designation	
3	No. Of days claimed for encashment	
4	Period of EL/CL availed during LTC	
5	EL Balance at Credit	
(i)	Basic Pay	
(ii)	Grade Pay	
(iii)	DA	
(iv)	Total	
7	Amount claimed for encashment of 10 days (Will be filled up by the Office)	

Signature

Name of the Govt. Servant

Designation