



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड  
**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(An Institute of National Importance under Ministry of Education, Govt of India)  
**Chumukedima, Nagaland - 797 03**

**LTC FORM -14**

**LTC Application cum Advance Form**

**1. Personal details:**

**Date:**

1.	Name		4.	Department	
2.	Emp ID		5.	Grade Pay/AGP	
3.	Designation		6.	Date of Joining (Min. 1 yr Service)	

**2. LTC particulars:**

1.	Specify whether Home Town or All India/Home Conversion		8.	Block year/Grace Period	
2.	Destination		9.	Route Course	
3.	Departure Date		10.	Arrival date	
4.	Nearest Railway Station/ Airport		11.	Mode of Journey as per eligibility	
5.	Approx. total fare (Incl. Estimate)	Rs.	12.	Class of journey	
6.	Advance if, required, (Max.80%)	Rs.	13.		
7.	Nature of leave applied and sanctioned	EL/HPL/CL/Others	14.	Period of leave (Encl. leave letter)	From: To:

**3. Details of persons availing of the concession:**

Sl.No.	Name(s) of the family member(s)	Relationship	Date of Birth	Age (Yrs)
1				
2				
3				
4				
5				

(Signature of the employee)

**4. Undertaking by the Applicant:**

**I undertake to:**

- a) I have read the Terms & Condition of LTC
- b) The sanction is done in advance, subject to the undertaking by the employee that he/she would follow the latest rules of LTC as notified by the Govt. of India from time to time and which are applicable as on the date of journey performed. The latest rules of the Govt. of India on LTC as available at :  
[http://persmin.gov.in/DOPT/EmployeeCorner/Acts\\_Rules/CCS\(LTC\)/contents.htm](http://persmin.gov.in/DOPT/EmployeeCorner/Acts_Rules/CCS(LTC)/contents.htm)
- c) Persons proposed to avail LTC are wholly dependent family members, as per eligibility.
- d) My spouse is a) not employed ( ) b) is a central/ State Govt. Servant ( ) and that she /he has not claimed/ will not claim LTC for self and dependents from other sources.

Submitted for Approval	Recommended & Forwarded as per rules
Signature of the Applicant with date	HOD/Section In-charge

**5. Administrative Approvals:**

Verified and entered leave details in Service Record/ Book	Checked & Recommended for approval	Recommended for approval
<b>Superintendent (Admn)</b>	<b>Assistant Registrar</b>	<b>Registrar</b>

Approved as per rules
<b>Director</b>