

केंद्रीय अनुसंधान और प्रशिक्षण प्रयोगशाला
CENTRAL RESEARCH AND TRAINING LABORATORY
(राष्ट्रीय विज्ञान संग्रहालय परिषद)
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
ब्लॉक - जी. एन., सेक्टर- 5, बिधान नगर
BLOCK-GN, SECTOR-V, BIDHAN NAGAR
कोलकाता/ KOLKATA-700091

संख्याआई:/No. I-13018/402/517

दिनांक/Date: 26.05.2022

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Director, CRTL has been pleased to sanction LTC (All India) with advance under the grace period of block Year 2018-21 **together with encashment of 10 days Earned Leave** to Shri Gokul Gonra, Technician-C, CRTL for the journey from Kolkata to Cherrapunji, Meghalaya and back for self & following dependent members of his family by air as per the guidelines mentioned in Para 2(v) of DoPT OM No.31011/3/2018-Estt.(A-IV) dated 08.10.2020:-

Sl. No.	Name	Age (Years) as on the date of onward journey	Relationship with the Council Servant	Date of onward journey	Date of return journey
1.	Shri Gokul Gonra	48+	Self	30.05.2022	02.06.2022
2.	Smt. Swagata Gonra	33+	Wife	-do-	-do-
3.	Ms. Ahana Gonra	10+	Daughter	-do-	-do-
4.	Ms. Ankana Gonra	06+	Daughter	-do-	-do-

Earned leave for 05 (five) days from 30.05.2022 to 03.06.2022 has been granted to him for availing the LTC.

While purchasing Air tickets for availing the said LTC, the following points, as applicable under the rules, may be noted:

- Travel by private airlines is permissible (Ref: NCSM Circular dated 17.02.2022);
- Fare will be in Economy class only, irrespective of entitlement;
- The air tickets shall be purchased only through Authorised Travel Agents viz. **M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours Ltd., / IRCTC** at the '**Best available fare**' on the date of booking;
- In case onward journey is not undertaken as per schedule, the whole amount of **LTC Advance alongwith encashment of 10 (ten) days Earned Leave** shall be refunded immediately to the office.
- The adjustment claim should be submitted within one months of completion of the return journey.

Sw. 25/05/2022
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन) / Controller of Administration

To
Shri Gokul Gonra
Technician-C
CRTL

Copy to:

1. Director, CRTL
2. Sr. CoFA, NCSM
3. Accounts/Bill Section, NCSM(Hqrs.)
4. PRO, Hindi Cell
5. Office Copy