

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-13018/475

1516

दिनांक/Date: 26.05.2022

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Director, CRTL has been pleased to sanction LTC (All India) during the grace period of block Year 2018-21 **together with encashment of 10 days Earned Leave** to Shri Sibua Pada Roy, Office Assistant Gr.I (Upgraded), CRTL for the journey from Kolkata to Guwahati 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 Sibua Pada Roy	59+	Self	29.05.2022	31.05.2022
2.	Shri Rupam Roy	22+	Son	-do-	-do-

Casual Leave for 02 (Two) days on 30.05.2022 and 31.05.2022 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 **encashment of 10 (ten) days Earned Leave** shall be refunded immediately to the office.
- The adjustment claim should be submitted within three months of completion of the return journey.

Rev: 26/05/2022
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन) / Controller of Administration

To
Shri Sibua Pada Roy
Office Assistant Gr.I (Upgraded)
CRTL

Copy to:

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