

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-13018/255/518 .

दिनांक/Date: 26.05.2022

कार्यालय ज्ञापन/ OFFICE MEMORANDUM

Director, Hqrs. has been pleased to sanction LTC (All India) during the block year 2022-25 **together with encashment of 10 days Earned Leave** to Smt. Sujata Banerjee, PS, Hqrs. for the journey from Kolkata to Pune, Maharashtra and back for self by train:-

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.	Smt. Sujata Banerjee	59+	Self	04.06.2022	18.06.2022

Earned Leave for 12 (twelve) days from 06.06.2022 to 17.06.2022 has been granted to her for availing the LTC.

The following points, as applicable under the rules, may be noted

- Train fare will be reimbursed to the direct shortest route as per rules.
- In case onward journey is not undertaken as per schedule, the whole amount of **encashment of 10 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.

Su 26/05/2022
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन) / Controller of Administration

To
Smt. Sujata Banerjee
Private Secretary
NCSM (Hqrs.)

Copy to:

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