

भारतीय खाद्य संरक्षा और मानक प्राधिकरण

(खाद्य संरक्षा और मानक अधिनियम, 2006 के तहत स्थापित एक वैधानिक प्राधिकरण)

(मानव संसाधन विभाग)

एफडीए भवन, कोटला रोड, नई दिल्ली - 110 002

ईमेल आईडी : estt@fssai.gov.in

संपर्क संख्या : 011 2323 1679

06 अक्टूबर, 2022

OFFICE MEMORANDUM

Sub : Leave Travel Concession(LTC) to FSSAI Employees - reg.

It has come to notice that Officers/Officials are proceeding on LTC without approval of the Competent Authority, that is causing hardship in settlement of final LTC Claim. Further, it also has been noticed that in some cases officers/officials are submitting their application regarding LTC Intimation/advance and Leave Encashment(wherever applicable) to HR Division(in case of employees of FSSAI Hqrs) and respective Establishment Divisions (in case of employees of Regional Offices/NFLs) just one or two days before commencement of their journey.

2. In this regard, with approval of the Competent Authority it has been decided that no officer/official will proceed on LTC without approval of the Competent Authority. Officers/officials must submit their application regarding LTC intimation/advance and Leave Encashment(wherever applicable) in prescribed proforma as per "Annexure I" of this OM **atleast three weeks before** the commencement of the journey to enable their respective establishment divisions for issuance of necessary orders in this regard.

3. Further, while booking Air Tickets on LTC, guidelines issued vide Finance Division, FSSAI Hqrs OM dated 30 Aug 2022 must be followed.

4. This issues with approval of the Competent Authority.

Digitally Signed by
Dhananjay Kumar Mehta
Date: 06-10-2022 11:49:34
Reason: Approved

(धनंजय कुमार मेहता)
प्रशासनिक अधिकारी (मानव संसाधन)

To,

- All the officers/staffs of FSSAI Hqrs/Regional Offices/NFLs.
- All EDs/Advisors/Divisional Heads.
- Regional Heads/Heads of Labs.
- CTO – for wide circulation through E Office portal.

Copy to:

PA to Chairperson/Sr. PS to CEO

APPLICATION FOR LTC INTIMATION & LTC ADVANCE

1. Name of the Government servant : _____
2. Designation & Pay Level : _____
3. Basic pay in the present grade : _____
4. Division : _____
5. Date of appointment in FSSAI : _____
6. Place of hometown as declared in the Service Book : _____
7. Particulars of LTC availed for: Particulars of LTC availing now:
 Previous Block years: _____ Current Block Years: _____
 (i) Hometown (i) Hometown
 (ii) Anywhere in India (ii) Anywhere in India
8. Block year for which now proposed to avail : _____
9. Nature of leave and Period of Leave(attach leave application) : _____
10. Place of visit : _____
11. Proposed date of onward journey : _____
12. Probable date of return journey : _____
13. Particulars of Govt. Servant & his/her family members availing the facility:

Sr. No.	Name	Relationship	Age	Whether Dependent (Yes/No)
1				
2				
3				
4				
5				
6				

14. Travel Plan:

Date of Travel	From	To	Mode of Travel	Class of Accommodation	Distance in km	Approx Fair (Rs.)

Signature of Employee

Return Journey						
Date of Travel	From	To	Mode of Travel	Class of Accommodation	Distance in KM	Approx Fair (Rs.)

(Kindly attach the fair list of tickets with this application)

15. Total approximate cost of travel: Rs _____
16. Amount of Advance requested (90% Sr. No. 15) Rs. _____
17. Whether spouse is employed and if so whether entitled to LTC: Yes/No

Signature of Employee

DECLARATIONS

1. I _____ hereby certify that the above particulars furnished by me are true and correct.
2. I also undertake refund the LTC advance in full immediately. In case of failure to perform the proposed journey for which advance has been taken.
3. I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.
4. I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as the case maybe for my forward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance.
5. I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal interest as applicable.
6. I am also aware that my claim will be forfeited if I fail to submit the bill within 3months from the date of completion of the journey (in case of not seeking LTC Advance).
7. That my spouse is not employed in government /That my Spouse is employed in Government Service and the LTC concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned clock of two years.
8. Certified that my wife/husband for whom LTC is claimed by me is employed in _____ (Name of the public sector Undertaking/Corporation / Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his /her employer.
9. Persons in respect of whom LTC is proposed to be availed are dependent on me.

Signature of Employee

Director/Division Head