न्यास
TRUST
का फार्म
ACCOUNT

जन्म तिथि
Date of Birth _____
सेवा निवृत्ति/पंजीकरण की तारीख
Date of Retirement / Registration _____
स्थायीवत/स्थायी नियोजन की तारीख
Date of Quasi Permanent / Permanent / Employment _____

AND ON MEDICAL CERTIFICATE INCLUDING COMMUTED LEAVE & LEAVE NOT DUE

TAKEN			Com leave without M.C. for studies certified to be in public intrest limited for 180 days HPL converted into 90 days Com leave in entire service			Com- leave converted into HL (twice of Col. 22&25)	Leave not due limited to 360 days in entire service						Total of leave not due (Col. 29 + 32)	Total half pay leave taken (Col. 19 + 26 + 33)	Balance of half pay leave on return from leave (Col. 16-34)	Other kinds of leave taken	Remarks
Commuted leave M.C on Full Pay							On Med. Certificate			Other wise than on medical certificate limited to 180 days							
From	To	No. of days	From	To	No. of days		From	To	No. of days	From	To	No. of days					
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37

leave should be credited at the rate of 2½ days for each completed calendar month and the fraction of a day rounded to the

manner said in the note 2 above
Remarks column 37.
time the half pay leave commences. Where a Government servant completes another year of service while on half pay leave the
by making suitable additional entries and this should be taken into account while completing column 35.

ली गई छुट्टी यात्रा रियायत
PARTICULARS OF LEAVE TRAVEL

ब्लॉक वर्ष Block Year	सूचित करें कि क्या भारत में कही भी एलटीसी अथवा एचटीसी के लिए दावा किया है Indicate whether claim is forLTC anywhere in India or HTC	दौरे का स्थान Place of Visit	उस व्यक्ति का नाम जिन्होने छुट्टी यत्रा रियायत सुविधा ली है Name of Persons who have availed the claim
1	2	3	4

सुविधा का विवरण
CONCESSION FACILITY AVAILED

ब्लॉक वर्ष Period		एलटीसी/एचटीसी के लिए गई छुट्टी का ब्यौा Details of Leave availed for LTC/HTC		टिप्पणी Remarks	साक्ष्यांकन अधिकारी के हस्ताक्षर Sign. of the Attesting Officer
से From	तक To	से From	तक To	7	8