



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग ,रूपनगर,पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

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APPLICATION FOR CHANGE IN LEAVE TRAVEL CONCESSION

Name / Designation						
Nature of LTC	LTC (Home Town) / (Anywhere in India)					
LTC Sanctioned vide	Office Order No. _____ Dated _____					
Change Required	Change in place		Change in dates			
	From	To	Outward Journey		Inward Journey	
			From	To	From	To
Self						
Family						
Leave Required (if any)						
Cancellation of leave already sanctioned						
Change in nature of Leave						
Cancellation of whole LTC sanctioned	I do not want to avail the LTC.					
Amount of Advance to be refunded						

May please consider and approve.

Signature with date

Head of the Department

For use by the Establishment Section

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Dealing Assistant

Sr. Audit Officer

Deputy Registrar (Estb)

Recommended / Not Recommended

Approved / Not Approved

Registrar

Dean (Faculty Affairs & Administration)