

**(Please take back front printout on A4 size paper)**

To

The Director-Principal  
CDL State Institute of Engg. & Technology  
Panniwala Mota (Sirsa)

**Subject: One Month Salary in Lieu of the LTC Facility under the revised scheme of LTC.**

Sir,

On the above noted subject, it is submitted that the State Civil Services letter no. 13/19/2008-2SII dated 18<sup>th</sup> May, 2009 and Finance Department of Haryana letter no. 5/17/2009-4FR dated 15<sup>th</sup> June 2009 and 16<sup>th</sup> June, 2009 has implemented the scheme of LTC on revised pattern.

One month salary in lieu of LTC is not paid to me till date for the quarter ..... So, you are requested to please give me one month salary in lieu of LTC for the quarter ..... at the earliest as per Govt. Instructions.

Thanking You.

**Dated:**

**Name.....**

**Designation.....**

**Undertaking**

**{Under Para 1 (iii) of instruction in memo no. 13/19/2008-2SII dated 18.05.2009}**

**it is hereby undertaken that:**

1. I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.05.2009.
2. None amongst my entitled family members, including the spouse is either in service of Government of Haryana or in service under the Central Government or any other state govt. or under any other organization/institution/body etc. wholly or substantially owned or controlled by the central govt. or any state govt.

**Dated:**

**Name.....**

**Designation.....**

Countersigned

(Strike off whatever portion is not applicable)

## Undertaking

{Under Para 1 (iii) of instruction in memo no.13/19/2008-2SII dated 18.05.2009}.

**it is hereby undertaken that:**

- (a) I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.05.2009.
- (b) My entitled family members, including the spouse, who is in the employment of Govt. of Haryana, and who is also eligible to draw the benefit promised by the scheme put in place vide memo no.13/19/2008-2SII dated 18.05.2009 shall not avail the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2009 separately for the current block of four years regulating the LTC.

Or

My entitled family members, including the spouse, who is in the employment under the central government or any other state government or under any other organization/institute/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever from it is extended to him/her by their, such respective employer.

**Dated:**

**Name.....**

**Designation.....**

**Countersigned**

Name/Designation/signature of the spouse of the concerned employee {strike  
off whatever portion is not applicable}