

JAWAHAR NAVODAYA VIDYALAYA

DISTRICT: _____ STATE _____

F. No. _____

Date: _____

SANCTION ORDER

Shri / Smt. / Ms. _____ Designation _____ working in this Vidyalaya, is hereby granted the following:

1. (Mention the nature of leave sanctioned)
2. Permission to avail LTC (Home Town/ All India) for the block year _____ for self / Family only to visit _____ as declared as under:

S. No.	Name of Family Members	Relations	Age

3. LTC advance for a sum of Rs. _____/- (Rupees _____ only) is sanctioned. The above advance is sanctioned subject to the following conditions:
 - A) The advance amount drawn should be refunded in full, if the outward journey is not commenced within 30 days of grant of advance,
 - B) The claim for adjustment of the advance drawn should be preferred within one month of the completion of the return journey and within three months, if no advance has been drawn
 - C) If he / she does not comply with the conditions laid down in this sanction order or if the rules for granting advances for LTC have been violated an interest of 2% and above rate of interest allowed by the Samiti in provident fund balances will be charged.
 - D) The expenditure involved in this sanction will be debitable to the head "Salaries" for the Year _____.
4. He / She should produce railway or bus ticket within 10 days of the drawal of the advance.

PRINCIPAL

Copy to: 1. The individual concerned.
2. Office Copy.