



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002



OPTION FOR BOARD'S LTC/ ENCASHMENT / EXCURSION LONG/ MINI TOUR FACILITY FOR THE BLOCK YEAR 2010-2013

I hereby opt for _____

1. LTC/ HTC facility as per norms prescribed by the Govt. of India.
2. Long Excursion Tour/ Mini Tour every year.
3. Cash facility in lieu of LTC/ Excursion Long & Mini Tour once in a block of 04 years.

Signature _____

Name _____

Designation _____

Branch _____

Dated _____

Note:

1. This declaration form may be filled up in duplicate by each employee, which must reach the Section Officer (A&A), Academic Unit by 30.11.2009 failing which he/ she will be treated for availing the facility of LTC and his/ her option for availing the other facility i.e. Encashment / Excursion tour etc. will not be accepted after the prescribed date i.e. 30.11.2009.
2. This option exercised once will be treated as final for a block of 04 years. No change will be allowed during this block year.
3. Those officials whose husband/ wife are in service, they are required to produce a certificate from their employer along with the option stating therein that they are not either availing the facility of LTC or claiming reimbursement in lieu of LTC etc. for the block year 2010-2013 from their office.
4. In case of false/ wrong information/ impersonation, the officials concerned will be liable to suitable disciplinary action against him/ her.

SIGNATURE OF THE EMPLOYEE

DIRECTOR (ACAD. & TRG.)

To,

JOINT SECRETARY (A&L), HQ