UNDERTAKING

(Leave Travel Concession Claim along with 10 Days Leave Encashment)

I,	S/o working as
Annual Inc.	in Punjab Engineering College Chandigarh (Deemed to be University)
do solen	nly affirm and declare as under:-
1)	that the encashment of ten days Earned Leave may kindly be granted to me as I have availed the Leave Travel Concession (vide office order Nodated (copenclosed) and have performed the journey from the most office order No and back after availing Leave Travel Concession for the block.
	year
	Or
	that the encashment of ten days Earned Leave may kindly be granted to me as I will avail the Leave Travel Concession (vide office order Nodated (copenclosed) and will perform the journey from to and backafter availing Leave Travel Concession during the block year of or schedule dates.
2)	that I have submitted LTC concession Claim in respect of my journey in the Accounts
,	Branch.
	Or
	that I will submit the Leave Travel Concession Claim in respect of my journey in the
	Accounts Branch after my visit scheduled for the purpose.
	(Signature)
	Name:
	Designation:
	Deptt.
	nmendation by of Deptt/Section/Branch.

X: Strike out which is not applicable.

UNDERTAKING

(Only For Leave Encashment)

working as	I,	-		Son/	/Daught	er/wife c	of				
that my wife/husband is working as in the department of 2) that encashment of ten days Earned Leave may kindly be granted to me, as LTC Concession has been claimed by my husband/wife from his/her employer and accordingly, we have performed the journey from to Or. that encashment of ten days earned leave may be granted to me as my husband/wife have planed to visit w.e.f to after availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:	W	orking a	s			in	Punjab Eng	ineering	Colleg	je Chand	ligarh
that encashment of ten days Earned Leave may kindly be granted to me, as LTC Concession has been claimed by my husband/wife from his/her employer and accordingly, we have performed the journey from to	(D	Deemed t	o be Univer	sity), do soler	nnly aff	rm and o	declare as ur	nder:-			
that encashment of ten days Earned Leave may kindly be granted to me, as LTC Concession has been claimed by my husband/wife from his/her employer and accordingly, we have performed the journey from to Or. that encashment of ten days earned leave may be granted to me as my husband/wife have planed to visit w.e.f to after availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:	1)	that my	/ wife/husba						ent of	st=:	
Concession has been claimed by my husband/wife from his/her employer and accordingly, we have performed the journey from to Or. that encashment of ten days earned leave may be granted to me as my husband/wife have planed to visit w.e.f to after availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:		A ALC		122							
Or. that encashment of ten days earned leave may be granted to me as my husband/wife have planed to visit w.e.f toafter availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:	2)	Concess	sion has b ngly, we	een claimed have	by m	y husba ned th	and/wife fro e journey	om his/h from_	ner e	mployer	and
that encashment of ten days earned leave may be granted to me as my husband/wife have planed to visit w.e.f to after availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:											
have planed to visit w.e.f to after availing Leave Travel Concession alongwith other family members during the block year (Signature) Name:											
Travel Concession alongwith other family members during the block year (Signature) Name:		that end have pla	cashment of aned to visit	ten days ea w.e.f	irned lea	ave may to	be granted	to me a	s my fter a	husband availing L	/wife
Name:		Travel	Concession	alongwith	other	family	members	during	the	block	year
Name:											
Name:							(Signatu	ıro)			
								iie)			
Designation:								tion.			
Deptt:								uon:			

Recommendation by Head of Deptt/Section/Branch.

Document required: proof of journey/Permission order.

X: Strike out which is not applicable.