

केंद्रीय अनुसंधान और प्रशिक्षण प्रयोगशाला  
CENTRAL RESEARCH AND TRAINING LABORATORY  
(राष्ट्रीय विज्ञान संग्रहालय परिषद)  
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)  
ब्लॉक - जी. एन., सेक्टर- 5, बिधान नगर  
BLOCK-GN, SECTOR-V, BIDHAN NAGAR  
कोलकाता/ KOLKATA-700091

संख्याआई:/No. I-13018/520

1515

दिनांक/Date: 26.05.2022

**कार्यालय ज्ञापन/ OFFICE MEMORANDUM**

Director, CRTL has been pleased to sanction LTC (Home Town) for the year 2022 during the block Year 2022-23 to Shri Sudipta Saha, Curator-C, RSC Bhubaneswar for the journey from Bhubaneswar to Kolkata and back for self & following dependent members of his family by air:-

Sl. No.	Name	Age (Years) as on the date of onward journey	Relationship with the Council Servant	Date of onward journey	Date of return journey
1.	Shri Sudipta Saha	39+	Self	28.05.2022	31.05.2022
2.	Smt. Jayeeta Saha	34+	Wife	Already stay at Kolkata	-do-
3.	Ms. Sucheta Saha	08+	Daughter		-do-
4.	Smt. Ambika Saha	62+	Mother		-do-

Casual Leave for 02 (Two) days on 31.05.2022 and 01.06.2022 has been granted to him for availing the LTC.

While purchasing Air tickets for availing the said LTC, the following points, as applicable under the rules, may be noted:

- Travel by private airlines is permissible (Ref: NCSM Circular dated 17.02.2022);
- Fare will be in Economy class only, irrespective of entitlement;
- The air tickets shall be purchased only through Authorised Travel Agents viz. **M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours Ltd., / IRCTC** at the '**Best available fare**' on the date of booking;
- The adjustment claim should be submitted within three months of completion of the return journey.

Rev 26/05/2022  
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन) / Controller of Administration

To  
Shri Sudipta Saha  
Curator-C  
RSC, Bhubaneswar

Copy to:

1. Director, CRTL
2. Sr. CoFA, NCSM
3. PC, RSC Bhubaneswar
4. Accounts/Bill Section, NCSM(Hqrs.)
5. PRO, Hindi Cell
6. Office Copy