

To

Finance Officer,
B.P.S.M.V. Khanpur Kalan,
Sonipat

Sub:- Payment of L.T.C.

Dear R/Sir,

With due respect, it is very humbly submitted that I am working as _____ in B.P.S. Mahila Vishwavidyalaya since _____. I want to avail LTC facility block year 2024-2027 and opt to choose the one month salary option for the same as per rules.

Kindly do the needful for the same as per rules, please.

Thanking You,

Yours Sincerely,

Name:

Designation:

UNDERTAKING

I _____ working as _____, in the office of _____ BPSMV,
Khanpur Kalan, Sonipat, do hereby undertake that I want to avail LTC facility for the block year
2024-2027 as per rules. It is further to undertake that my spouse is not a govt. employee and
none of my family members including my spouse has ever claimed/availed the LTC facility from
any other quarter. It is to undertake that the information stated above is true and correct to the
best of my knowledge.

Signature of the Applicant

Name of the Applicant