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#### Application for Leave Travel Concession/Home Travel Concession

#### Application for Leave Travel Concession/Home Travel Concession Login as : **Government Servant** Select menu : LTC/HTC Click on LTC/HTC : EMPLOYEE DATA SYSTEM, KARNATAKA ನೌಕರನ ಡೇಟಾ ವ್ಯವಸ್ಥೆ, ಕರ್ನಾಟಕ 🔹 I 🙂 EMPLOYEE PROFILE APPLICATION FOR LEAVE TRAVEL CONCESSION/HOME TRAVEL CONCESSION LEAVE NEW PERMISSION TO PURSUE HIGHER EDUCATION EMPLOYEE DETAIL CHARGE ALLOWANCE APPLICATION 1685463 NAME OF THE EMPLOYEE : NIRMALA B KGID NO PERMISSION TO PURCHASE PROPERTIES DATE OF BIRTH : 12/04/1970 DESIGNATION : EO NOC FOR FOREIGN TRIP NOC FOR PASSPORT EXPORT TO EXCEL A EXPORT TO PDF EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS LEAVE TRAVEL CONCESSION/HOME TRAVEL CONCESSION APPLICATION DETAILS TOUR PROGRAMME / TOUR DIARY PLACES INTENDING TO ANNUAL PERFORMNACE REPORT APPROVAL STATUS OF SANCATIONING AUTHORITY APPROVAL STATUS OF RECOMMENDING AUTHORITY SL APPLICATION DATE OF NAME OF THE DATE OF NO NO APPLICATION KGID NO EMPLOYEE BIRTH VISIT ACTION ASSETS AND LIABILITIES 1 201914000029 10/04/2019 1685463 NIRMALA B 12/04/1970 twert APPROVED APPROVED View LTC/HTC GPF 2 201914000033 11/04/2019 1685463 NIRMALA B 12/04/1970 Chennai PENDDING PENDDING View Edit CHANGE PASSWORD 2016 SATS Terms of Service Disclaimer Privacy Policy Developed By

List of applied Leave Travel Concession/Home Travel Concession application.

If new application, then click on New button.



# Application/Issue of Permission for Leave Travel Concession/Home Travel Concession

#### Application/Issue of Permission for Leave Travel Concession/Home Travel Concession

Login as	: Goverr	iment Servant				
Select menu	: LTC/HT	С				
Click on	: New					
	EMPI	_OYEE DATA SYSTEM, KA ನೌಕರನ ಡೇಟಾ ವ್ಯವಸ್ಥೆ, ಕನಾ	RNATAKA Fಟಕ			
Welcome NIRMALA B (1685463	).					•
EMPLOYEE PROFILE +	APPLICAT	ION/ISSUE OF PERMISSION FOR LEAVE 1	FRAVEL CONCESSION/I	HOME TRAVEL	CONCESSION	
LEAVE +	BACK					
PERMISSION TO PURSUE HIGHER EDUCATION	EMPLOYEE DETAILS					(*)-MANDATORY FIE
CHARGE ALLOWANCE APPLICATION						
PERMISSION TO PURCHASE PROPERTIES	KGID NO. :	1685463	NAME OF THE EMPLOYEE		NIRMALA B	
NOC FOR FOREIGN TRIP	DESIGNATION:	EO				
NOC FOR PASSPORT	PRESENT WORKING OFFICE					
EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS	ADDRESS					
TOUR PROGRAMME / TOUR DIARY	PLACE OF WORK :	STATE				
ANNUAL PERFORMNACE REPORT	OFFICE:	DIRECTORATE (MINORITY) BANGALORE				
ASSETS AND LIABILITIES						
GPE						
CHANGE PASSWORD	DATE OF BIRTH:	12/04/1970	AGE :		48	
	DATE OF ENTRY INTO SERVICE:	03/05/1999	COMPLETED YEARS OF SE	RVICE :	19	
	DATE OF DECLARATION OF PROBATIONARY PERIOD:					
	DI ACEC INTENDING TO VICIT +	Ohemmei				
	PLACES INTENDING TO VISIT.	Citema				
	PERIOD OF VISIT :	FROM 04/05/2019 DATE : *	TO DATE :* 29/06/20	19	NO OF 57 DAYS :	
		100				
	SERVICE ?*	TES				
	HAS HE/SHE AVAILED LTC/HTC ? *	YES				
	SANCTION MEMO NO : *	257914	DATE OF SANCTION MEMO	0.0*	04/04/2019	
	SANCTION MEMO (UPLOAD SANCTION MEMO DOCUMENT) :*	Browse MEMO DOC.pdf				
	NAME	RELATION	GENDER	AGE		ACTION
	Ramnarayan	Husband	MALE	48		
	Neeta	Daughter	FEMALE	20		Delete
	Prakash	Son	MALE	14		Delete
	FINGH		MALL	1.4		
	Add					
	SIGNATURE OF THE EMPLOYEE : DECLARATION - Implementation between the set of t	No Image Uploaded	lge and information.			
			Note : Please make s	ure your file is in .p	df/.doc/.docx format and si	ze is less than 20 MB.
		Sut	bmit			

Fill in all the mandatory fields and click on **Submit** button.



#### View Application for Leave Travel Concession/Home Travel Concession

To view Application for Leave Travel Concession/Home Travel Concession

Login as	: Govern	ment Servant		
Select menu Click on	: LTC/HTC : View	2		
	EMPL	OYEE DATA SYSTEM, KA ನೌಕರನ ಡೇಟಾ ವ್ಯವಸ್ಥೆ, ಕನಾ	ARNATAKA ೧೯ಟಕ	
Welcome NIRMALA B (1685463),				<b>ර</b> ා ල
EMPLOYEE PROFILE +	V	IEW APPLICATION OF LEAVE TRAVEL C	ONCESSION/HOME TRAVEL CONCES	SSION
LEAVE + PERMISSION TO PURSUE HIGHER EDUCATION				
CHARGE ALLOWANCE APPLICATION PERMISSION TO PURCHASE PROPERTIES NOC FOR EXPERICE TRIP	KGID NO. : DESIGNATION:	1685463 EO	NAME OF THE EMPLOYEE :	NIRMALA B
NOC FOR FOREIGN TRIP NOC FOR PASSPORT EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS	PRESENT WORKING OFFICE ADDRESS			
TOUR PROGRAMME / TOUR DIARY ANNUAL PERFORMNACE REPORT ASSETS AND LIABILITIES	PLACE OF WORK : OFFICE:	STATE DIRECTORATE (MINORITY) BANGALORE		
LTC/HTC GPF	DATE OF BIOTH	19/04/1070	405	49
CHANGE PASSWORD	DATE OF ENTRY INTO SERVICE:	03/05/1999	COMPLETED YEARS OF SERVICE :	19
	DATE OF DECLARATION OF PROBATIONARY PERIOD: PLACES INTENDING TO VISIT : PERIOD OF VISIT :	Chennal FROM 04/05/2019 DATE :	TO DATE : 29/06/2019	N0 OF 57 DAYS :
	HUSBAND/WIFE IN GOVERNMENT SERVICE ?	YES		
	HAS HE/SHE AVAILED LTC/HTC ?	YES *		
	SANCTION MEMO NO :	257914	DATE OF SANCTION MEMO : SANCTION MEMO (UPLOAD SANCTION MEMO DOCUMENT) :	04/04/2019 DOWNLOAD
	DETAILS OF DEPENDENTS ACCOM	MPANYING WITH THE EMPLOYEE		
	NAME	RELATION	GENDER	AGE
	Ramnarayan	Husband	MALE	48
	Neeta	Daughter	FEMALE	20
	Prakash	Son	MALE	14
	SIGNATURE OF THE EMPLOYEE :	No Image Uploaded		
2016 SATS Developed By:		Terms of Service Disclaimer Priva	cy Policy	
L.				

View applied Leave Travel Concession/Home Travel Concession application.



#### Edit Application for Leave Travel Concession/Home Travel Concession

To edit Application for Leave Travel Concession/Home Travel Concession

Login as	: Governm	nent Servant				
Select menu Click on	: LTC/HTC : Edit					
	EMPLO	YEE DATA SYSTEM, KA ಶೌಕರನ ಡೇಟಾ ವ್ಯವಸ್ಥೆ, ಕನಾ	RNATAKA ೯ಟಕ			
Welcome NIRMALA B (168546	3),					0 · 0
EMPLOYEE PROFILE +	EDI	T APPLICATION OF LEAVE TRAVEL CO	DNCESSION/HOME TRA	VEL CONCESS	ION	
PERMISSION TO PURSUE HIGHER	BACK					
CHARGE ALLOWANCE APPLICATION	EMPLOYEE DETAILS					(*)-MANDATORY FIELDS
PERMISSION TO PURCHASE PROPERTIES	KGID NO -	1685463	NAME OF THE EMPLOYEE		NIRMAI A B	
NOC FOR FOREIGN TRIP	DESIGNATION:	EO	NAME OF THE EWFEOTEE		THILD LOT D	
NOC FOR PASSPORT						
EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS	PRESENT WORKING OFFICE ADDRESS					
TOUR PROGRAMME / TOUR DIARY	PLACE OF WORK :	STATE				
ASSETS AND LIABILITIES	OFFICE:	DIRECTORATE (MINORITY) BANGALORE				
LTC/HTC						
GPF	DATE OF BIRTH	12/04/1970	AGE :		48	
CHANGE PASSWORD	DATE OF ENTRY INTO SERVICE	03/05/1999	COMPLETED YEARS OF SE	RVICE :	19	
	DATE OF DECLARATION OF					
	PROBATIONARY PERIOD:					
	PLACES INTENDING TO VISIT :	Chennai				
	PERIOD OF VISIT :	FROM 04/05/2019 DATE :	TO DATE : 29/06/20	19	NO OF 57 DAYS	
	HUSBAND/WIFE IN GOVERNMENT SERVICE ?	YES				
	HAS HE/SHE AVAILED	YES				
	SANCTION MEMO NO :	257914	DATE OF SANCTION MEMO	D :	20/01/2040	
	SANCTION MEMO (UPLOAD SANCTION MEMO DOCUMENT) :	Browse No file selected.	DOWNLOAD			
	DETAILS OF DEPENDENTS ACCOMP	ANYING WITH THE EMPLOYEE				
	NAME	RELATION	GENDER	AGE		ACTION
	Ramnarayan	Husband	MALE	48		Delete
	Neeta	Daughter	FEMALE	20		Delete
	Prakash	Son	MALE	14		Delete
	Add					
	SIGNATURE OF THE EMPLOYEE :	No Image Uploaded				
		Up	date			
2016 SATS Developed By:	т	erms of Service Disclaimer Privac	y Policy			

Update Leave Travel Concession/Home Travel Concession Application. Fill in all the mandatory fields and click on **update** button.



#### Delete Application for Leave Travel Concession/Home Travel Concession

Application for Lea	ve	Travel (	Concessi	on/ŀ	lome Tra	avel Co	oncessior	ı				
Login as		:	Gove	ernn	nent Serv	vant						
Select menu Click on		:	LTC/I Delet	HTC te								
			EN	/IPLO	YEE DATA ನೌಕರನ ಡೇ	A SYSTI ಟಾ ವ್ಯವಸ	EM, KARN ಸ್ಥೆ, ಕರ್ನಾಟಕ	ATAKA				
Welcome NIRMALA B (1685463	3),										<b>0</b> ( d	Ľ,
EMPLOYEE PROFILE +				A	PPLICATION FC	R LEAVE TR	AVEL CONCESS	ION/HOME TRAVEL CONCES	SION			ſ
LEAVE + PERMISSION TO PURSUE HIGHER EDUCATION	NEV EM	V PLOYEE DETAIL										
CHARGE ALLOWANCE APPLICATION	KGID	NO :			1685463		NAM	E OF THE EMPLOYEE :		NIRMALA B		
PERMISSION TO PURCHASE PROPERTIES	DATE	OF BIRTH :			12/04/1970		DESI	GNATION :		EO	~	
NOC FOR FOREIGN TRIP												
NOC FOR PASSPORT		ORT TO EXCEL	EXPORT TO PDF									
EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS		ONTTOEXCLE										
TOUR PROGRAMME / TOUR DIARY	LE/	AVE TRAVEL C	ONCESSION/H	OME TR	AVEL CONCESS	SION APPLI	CATION DETAIL	S				
ANNUAL PERFORMNACE REPORT	SL	APPLICATION	DATE OF		NAME OF THE	DATE OF	PLACES INTENDING TO	APPROVAL STATUS OF	AP	PROVAL STATUS OF		
ASSETS AND LIABILITIES	NO.	NO	APPLICATION	KGID NO	EMPLOYEE	BIRTH	VISIT	RECOMMENDING AUTHORITY	SANC	CATIONING AUTHORITY	ACTION	
LTC/HTC	1	201914000029	10/04/2019	1685463	NIRMALA B	12/04/1970	twert	APPROVED	APPRO	VED	View	
GPF	2	201914000033	11/04/2019	1685463	NIRMALA B	12/04/1970	Chennai	PENDDING	PENDDI	ING	View Edit	
CHANGE PASSWORD											Delete	

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Click on **Delete** button to delete for Leave Travel Concession/Home Travel Concession Application.

Disclaimer

Privacy Policy



#### Files

To check the files Login as		:	Admin	, Cas	e Work	er, Of	fice N	lanage	r				
To check the files Select menu		:	FILES										
			EMP	LOYE ನೌಕ	E DATA S ಕರನ ಡೇಟಾ	SYSTE ) ವ್ಯವಸ್ಥ	M, KAR , ಕರ್ನಾಟ	NATAK ವಿಕ	A				-
Welcome NIRMALA B (168546	3), Admi	n										۰	ം 🥐 ര
Office Name: MINORITY SECTIO	DN DIRECT	OR - BANGALORE	Office Le	vel: STAT	E STATE	KARNATA	IKA D	ivision: BAN	GLORE (1)				
DASHBOARD							FILES	5					
WORK ALLOTMENT													
REGISTERED EMPLOYEE	KGID I	NO :					1	EMPLOYEE NAM	NE:				
EMPLOYEE TRANSFER	APPLI	CATION TYPE :		-Se	lect		-	FILE STATUS :			PENDING		
UPDATE EMPLOYEE PROFILE													
APPLICATION STATUS							Search						
FILES	EXPOR	T TO EXCEL					ocarci						
ASSIGN AUTHORITY	Lint	( Films											
ASSIGN POST TO EMPLOYEE	LIST OI	r Files											
APPLICATION DETAILS	10	nes											Search
LEAVE + CCA	SL NO.	FILE TYPE	FILE	KGID	EMPLOYEE NAME	FROM	OPEN DATE	DATE	FROM OFFICE	FILE	FILE ACTION STATUS	WORK DONE STATUS	ACTION
ANNUAL PERFORMANCE REPORT + PERMANUAL POURSUE HIGHER +	1	LTC/HTC	201914000033	1685463	NIRMALA B	Employee	11/04/2019	11/04/2019	DIRECTORATE (MINORITY)	Pending	Pending	Pending	Di
EXTRA QUALIFYING SERVICE FOR +	2	PERMISSION TO PURSUE HIGHER	201903000068	1685463	NIRMALA B	Admin	11/04/2019	11/04/2019	Minority Section	Pending	Accepted	Completed	Di
NOC FOR PASSPORT + NOC FOR FOREIGN TRIP +	3	PERMISSION TO PURSUE HIGHER	201903000067	1685463	NIRMALA B	Employee	11/04/2019	11/04/2019	DIRECTORATE (MINORITY)	Pending	Pending	Pending	Di
PROPERTY PURCHASE PERMISSION		EDUCATION							BANGALORE		1		
CHARGE ALLOWANCE +	Showing	1 to 3 of 3 entries										Previous	1 Next
TIME BOUND INCREMENT +													
PROBATION PERIOD +													
TOUR PROGRAMME / TOUR DIARY +													
ASSETS AND LIABILITIES													
LTC/HTC +													
CHANGE PASSWORD													
2016 SATS Developed By:				Terms	of Service D	Disclaimer	Privacy P	olicy					

Show pending list of files.

Click on view icon to view and forward the file. The Admin will forward to respective Case Worker. The Case worker will in-turn start the process and forward the files to next higher authority for further action.



elcome NIRMALA B (168546:	3), Admin				Q 14
Office Name: MINORITY SECTIO	N DIRECTOR - BANGALORE Office	ce Level: STATE	STATE: KARNATAKA	Division: BANGLORE (1)	
SHBOARD		VIEW APPLICA	TION OF LEAVE TRAVEL C	ONCESSION/HOME TRAVEL CONCES	SION
ORK ALLOTMENT	Close				
DI OVEE TOANOEED	EMPLOYEE DETAILS				
PLICATION STATUS	KGID NO. :	1685463		NAME OF THE EMPLOYEE :	NIRMALA B
ES	DESIGNATION:	EO			
SIGN AUTHORITY	PRESENT WORKING OFFIC	F			
SSIGN POST TO EMPLOYEE	ADDRESS				
PPLICATION DETAILS	PLACE OF WORK :	STATE			
AVE +	OFFICE:	DIRECTO	RATE (MINORITY) BANGALORE		
CA					
NNUAL PERFORMANCE REPORT +					
ERMISSION TO PURSUE HIGHER +	DATE OF BIRTH:	12/04/197	0	AGE :	48
KTRA QUALIFYING SERVICE FOR	DATE OF ENTRY INTO SERVICE	03/05/199	9	COMPLETED YEARS OF SERVICE :	19
ENSION BENEFITS	DATE OF DECLARATION OF				
IOC FOR FOREIGN TPIP	PROBATIONARY PERIOD:				
ROPERTY PURCHASE PERMISSION	PLACES INTENDING TO VISIT :	Chennai			
HARGE ALLOWANCE +					
IME BOUND INCREMENT +	PERIOD OF VISIT :	FROM DATE :	04/05/2019	TO DATE : 29/06/2019	NO OF 57 DAYS
ROBATION PERIOD +					
DUR PROGRAMME / TOUR DIARY +	HUSBAND/WIFE IN GOVERNMENT SERVICE ?	YES			
SSETS AND LIABILITIES	HAS HE/SHE AVAILED	YES	*		
TC/HTC +	SANCTION MEMO NO	257914		DATE OF SANCTION MEMO	04/04/2019
CHANGE PASSWORD				SANCTION MEMO	DOWNLOAD
				(UPLOAD SANCTION MEMO DOCUMENT) :	
	DETAILS OF DEPENDENTS	ACCOMPANYING W	TH THE EMPLOYEE		
	NAME	RELATION		GENDER	AGE
	Remeatories	Hutband		MALE	49
	Ramnarayan	Husband		MALE	48
	Neeta	Daughter		FEMALE	20
	Drakach	Son		MALE	14
	Trukush	301		WALL	1.4
	SIGNATORE OF THE EMPLOYEE .	N	lo Image Uploaded		
	ACTION				
	COMPUTER GENERATED NUMBER	1234			
	DEMARK.				
	REMARK.	110			
	OFFICE LEVEL :	STATE	-	OFFICE TYPE :	Minority Section Director
	PLACE OF WORK .*	STATE	O DIVISION O DISTRICT	BLOCK	
	OFFICE :	Minority Sec	tion Director - BANGALORE	OFFICE POSITION :	DPIMINBA (Admin)
	ACTION TYPE : *	For Recomm	nending 🔹	NO OF DAYS WITHIN WHICH ACTION IS TO B	E 8
				IAKEN .	

After clicking on view icon in file menu.

View application.

Fill in all the mandatory fields and click on **Submit** button to forward file to next higher authority.



<form></form>	e NIRMALA B (1685463),	Admin				0.1
NO NOTIFICATION OF LEASE TRANSLOOK TRAVEL CONCESSION/ADVANCE TRAVEL CONCESSION/ADVACE TRAVEL CONCESSION/ADVACE TRAVEL CONCESSION/ADVACE TRAVEL CONCE	e Name: MINORITY SECTION	DIRECTOR - BANGALORE Office Le	vel: STATE	STATE: KARNATAKA	Division: BANGLORE (1)	
	RD		VIEW APPLICAT	TION OF LEAVE TRAVEL CO	ONCESSION/HOME TRAVEL CONCE	SSION
		Close				
	E TRANSFER	EMPLOYEE DETAILS				
	MPLOYEE PROFILE		1695462		MANE OF THE ENDLOYEE -	
VIENDENDE USE UNANCES	TON STATUS	KGID NO.	1003403		NAME OF THE EMPLOYEE .	NIRMALAD
		DESIGNATION:	EU			
Audresse   Date Brands	UTHORITY	PRESENT WORKING OFFICE				
	OST TO EMPLOYEE	ADDRESS				
	TON DETAILS	PLACE OF WORK :	STATE			
	+	OFFICE:	DIRECTOR	ATE (MINORITY) BANGALORE		
	PERFORMANCE REPORT +					
	ON TO PURSUE HIGHER +	DATE OF BIRTH:	12/04/1970		AGE :	48
	ALIFYING SERVICE FOR	DATE OF ENTRY INTO SERVICE:	03/05/1999		COMPLETED YEARS OF SERVICE	19
	PASSPORT	DATE OF DECLARATION OF				
PLACES INTERION TO USET:       Chemis         NO INCREMENT       INCREMENT	FOREIGN TRIP +	PROBATIONARY PERIOD:				
	Y PURCHASE PERMISSION	PLACES INTENDING TO VISIT :	Chennai			
NO. INCREMENT       •         NO. REGENENT       •         SQRAMME / TOUR DARY •       NO. *         NO. LABULTS       •         • NO. MARKET       VIS.         • NO. COMMENT       VIS.         • VIS.       SANCTION MEMONDE         • NO. COMMENT       VIS.         • NO. COMMENT       VIS.         • NO. COMMENT       VIS.         • NO. COMMENT       VIS.         • NO. COMMENT       VIS. COMENT         • NO. COMMENT       VIS. COMENT         • NO. COMMENT <td< td=""><td>ALLOWANCE +</td><td></td><td></td><td>0.1/05/0010</td><td>20.001.0040</td><td></td></td<>	ALLOWANCE +			0.1/05/0010	20.001.0040	
N FREIGO       •         Signame / TOUR DIARY •       •         ND LABULTES       •         • NASSWORD       •         • OTON MEMO DOLUMENT       •         • OTON MEMO DOLUMENT </td <td>ND INCREMENT +</td> <td>PERIOD OF VISIT :</td> <td>DATE :</td> <td>04/05/2019</td> <td>TO DATE : 29/06/2019</td> <td>NO OF 57 DAYS :</td>	ND INCREMENT +	PERIOD OF VISIT :	DATE :	04/05/2019	TO DATE : 29/06/2019	NO OF 57 DAYS :
GRAMME / TOURDARY +         ND LABILITES         *NSSWORD             *NSSWORD            *NSSWORD            *NSSWORD	IN PERIOD +	HUSBAND/WIFE IN GOVERNMENT	YES	*		
	ND LIABILITIES	SERVICE ?	VES	 []		
	+	LTC/HTC ?	TES			
	PASSWORD	SANCTION MEMO NO :	257914		DATE OF SANCTION MEMO :	04/04/2019
Ramnarayan     Husband     MALE     48       Neeta     Daughter     FEMALE     20       Prakash     Son     MALE     14		NAME	RELATION	H THE EMPLOYEE	GENDER	AGE
Neeta     Daughter     FEMALE     20       Prakash     Son     MALE     14   SIGNATURE OF THE EMPLOYEE:       No Image Uploaded   ACTION       ACCEPT     Report   Ars ped By: Terms of Service Disclaimer Privacy Policy		Ramnarayan	Husband		MALE	48
ACTION ACCEPT Report Re		Neeta	Daughter		FEMALE	20
ACTION ACCEPT Regect ACTION Terms of Service Disclaimer Privacy Policy		Prakash	Son		MALE	14
ACTION ACCOPT Reject Reject Reject Reject Terms of Service Disclaimer Privacy Policy		SIGNATURE OF THE EMPLOYEE :	No	Image Uploaded		
SATS ped By: Terms of Service Disclaimer Privacy Policy		ACTION		Accept	Reject	
SATS Dec By: Terms of Service Disclaimer Privacy Policy						
	Ped By: ICT		Terms of Servic	e Disclaimer Privac	y Policy	
	application	-				
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application.	request is inco	orrect, click on R <b>eiec</b>	<b>ct</b> button	) <b>.</b>		
application. request is incorrect, click on R <b>eject</b> button.		ton to accost file				
application. request is incorrect, click on R <b>eject</b> button.	on Accept but	ton to accept file.				
application. request is incorrect, click on R <b>eject</b> button. on <b>Accept</b> button to accept file.		File				
application. request is incorrect, click on R <b>eject</b> button. on <b>Accept</b> button to accept file. Accepting the File.	Accepting the	File.				

Recommend LTC/HTC Application from RECOMMENDATION FOR LTC/HTC APPLICATION menu. Then go to file menu and forward file to sanctioning officer.



#### Application for Leave Travel Concession/Home Travel Concession (Recommending Officer)

Application for Leave Travel Concession/Home Travel Concession (RA)Login as:Admin

 To check Application for Leave Travel Concession/Home Travel Concession (RA)

 Select menu
 :
 LTC/HTC >> RECOMMENDATION FOR LTC/HTC APPLICATION

			EMPLOY	EE DA	ATA SYSTE	M, KARN	IATAKA			
			ລັ	ೌಕರನ	ಡೇಟಾ ವ್ಯವಸ್ಥೆ	, ಕರ್ನಾಟ	ಕ			
Welcome NIRMALA B (168546	53). Admin	n:							ó	ري 35 ري
Office Name: MINORITY SECTION	ON DIRECTO	OR - BANGALORE	Office Level: S	TATE	STATE: KARNATA	KA Divi	ision: BANGLORE (1)	1		
DASHBOARD			DECOMMEND					IOME TRAVEL CO	NOTOPION	
WORK ALLOTMENT			REGOIVIIVIEINDA		AFFLICATION OF	LEAVE TRAV	EL CONCESSION/I	TOME TRAVEL GO	INCESSION	
REGISTERED EMPLOYEE										
EMPLOYEE TRANSFER	List of	Employees								
UPDATE EMPLOYEE PROFILE	Show entri	1es								Search:
APPLICATION STATUS							PLACES			
FILES	SL ANO.	APPLICATION ON NO.	DATE OF APPLICATION	KGID NO	NAME OF THE EMPLOYEE:	DATE OF BIRTH	INTENDING TO VISIT	STATUS OF APPLICATION	APPROVAL STATUS OF SANCTIONING AUTHORITY	ACTION
ASSIGN AUTHORITY	1	201914000033	11/04/2019	1685463	NIRMALA B	12/04/1970	Chennai	PENDDING	PENDDING	i
ASSIGN POST TO EMPLOYEE	Showing 1	1 to 1 of 1 entries							Previous	1 Next
APPLICATION DETAILS										
LEAVE +										
CCA										
ANNUAL PERFORMANCE REPORT +										
PERMISSION TO PURSUE HIGHER +										
EXTRA QUALIFYING SERVICE FOR + PENSION BENEFITS										
NOC FOR PASSPORT +										
NOC FOR FOREIGN TRIP +										
PROPERTY PURCHASE PERMISSION										
CHARGE ALLOWANCE +										
TIME BOUND INCREMENT +										
PROBATION PERIOD +										
TOUR PROGRAMME / TOUR DIARY +										
ASSETS AND LIABILITIES										
LTC/HTC +										
CHANGE PASSWORD										
Developed By:			Ter	ms of Servi	ce Disclaimer	Privacy Poli	cy			

List of pending applications is shown.

Click on **view** button for viewing the file and **submit** the application.



Velcome NIRMALA B (168546	53), Admin			ې 🔊
Office Name: MINORITY SECTI	ON DIRECTOR - BANGALORE Office L	evel: STATE STATE: KARNATAKA	Division: BANGLORE (1)	
DASHBOARD		VIEW APPLICATION OF LEAVE TRAVEL	L CONCESSION/HOME TRAVEL CONC	ESSION
WORK ALLOTMENT	BACK			
EGISTERED EMPLOYEE	EMPLOYEE DETAILS			
MPLOYEE TRANSFER				
PDATE EMPLOYEE PROFILE	KGID NO. :	1685463	NAME OF THE EMPLOYEE :	NIRMALA B
LES	DESIGNATION:	EO		
SSIGN AUTHORITY	DRESENT WORKING OFFICE			
SSIGN POST TO EMPLOYEE	ADDRESS			
PPLICATION DETAILS	PLACE OF WORK :	STATE		
AVE +	OFFICE:	DIRECTORATE (MINORITY) BANGALORE		
CA				
NNUAL PERFORMANCE REPORT +				
ERMISSION TO PURSUE HIGHER +	DATE OF BIRTH:	12/04/1970	AGE :	48
TRA QUALIFYING SERVICE FOR +	DATE OF ENTRY INTO SERVICE:	03/05/1999	COMPLETED YEARS OF SERVICE :	19
OC FOR PASSPORT +	DATE OF DECLARATION OF			
OC FOR FOREIGN TRIP +	PROBATIONARY PERIOD:			
ROPERTY PURCHASE PERMISSION	PLACES INTENDING TO VISIT :	Chennai		
HARGE ALLOWANCE +		04/05/2010	20/06/2010	
ME BOUND INCREMENT +	PERIOD OF VISIT :	FROM 04/05/2019 DATE :	TO DATE : 29/06/2019	NO OF 57 DAYS :
ROBATION PERIOD +	HUSBAND/WIFE IN GOVERNMENT	YES	*	
DUR PROGRAMME / TOUR DIARY +	SERVICE ?		-	
SSETS AND LIABILITIES	HAS HE/SHE AVAILED LTC/HTC ?	YES	× .	
IC/HTC +	SANCTION MEMO NO :	257914	DATE OF SANCTION MEMO :	04/04/2019
Inde Pastiono			SANCTION MEMO	DOWNLOAD
	DETAILS OF DEPENDENTS AC	COMPANYING WITH THE EMPLOYEE		
	NAME	RELATION	GENDER	AGE
	Ramnarayan	Husband	MALE	48
	Neeta	Daughter	FEMALE	20
	Prakash	Son	MALE	14
	SIGNATURE OF THE EMPLOYEE :	No Image Uploaded		
	ACTION BY RECOMMENDING AUTH	IORITY		
	WHETHER ALL REQUIREMENTS ARE	YES	-	
	*			
	RECOMMENDATION OF THE	No Recommendation		
	RECOMMENDING OFFICER :			
	DECLARATION :-			

Verify the entered data.

Fill in all the mandatory field and click on submit button to **Recommend the request**.

After recommending, go to file menu and forward file to **Sanctioning officer**.



### Application for Leave Travel Concession/Home Travel Concession (Sanctioning Officer)

To check Application for Leave Travel Concession/Home Travel Concession (SA)Login as:Admin

To check Application for Leave Travel Concession/Home Travel Concession (SA)Select menu:LTC/HTC>> SANCTIONING FOR LTC/HTC APPLICATION

		E	MPLOYEE DATA ನೌಕರನ ಡೇ	A SYSTE ಟಾ ವ್ಯವಸ	EM, KARNATAKA ಸ್ಥೆ, ಕರ್ನಾಟಕ			
Welcome NIRMALA B (168546	53), Admin							ۍ 🌄 e
Office Name: MINORITY SECTION	ON DIRECTOR -	BANGALORE Of	fice Level: STATE ST	ATE: KARNAT	AKA Division: BANGLOR	E (1)		
DASHBOARD			SANCTIONING FOR APPLI	CATION OF L	EAVE TRAVEL CONCESSION	HOME TRAVEL C	ONCESSION	
WORK ALLOTMENT								
REGISTERED EMPLOYEE								
EMPLOYEE TRANSFER	List of Err	ployees						)
UPDATE EMPLOYEE PROFILE	Show entries							Search:
APPLICATION STATUS	SL NO. 🔺	APPLICATION NO.	DATE OF APPLICATION	KGID NO	NAME OF THE EMPLOYEE:	DATE OF BIRTH	PLACES INTENDING TO VISIT	ACTION
FILES	1	201914000027	10/04/2019	1685463	NIRMALA B	12/04/1970	twert	i
ASSIGN AUTHORITY	Showing 1 to 1	1 of 1 entries					Previous	1 Next
ASSIGN POST TO EMPLOYEE								
APPLICATION DETAILS								
LEAVE +								
CCA								
ANNUAL PERFORMANCE REPORT +								
PERMISSION TO PURSUE HIGHER +								
EXTRA QUALIFYING SERVICE FOR +								
NOC FOR PASSPORT +								
NOC FOR FOREIGN TRIP +								
PROPERTY PURCHASE PERMISSION								
CHARGE ALLOWANCE +								
TIME BOUND INCREMENT +								
PROBATION PERIOD +								
TOUR PROGRAMME / TOUR DIARY +								
ASSETS AND LIABILITIES								
LTC/HTC +								
CHANGE PASSWORD								
Developed By:			Terms of Service	Disclaimer	Privacy Policy			

Pending application list for **Sanctioning officer**. Click on view button to view application.



ome NIRMALA B (1685463),	, Admin					🗢 🎾
ffice Name: MINORITY SECTION	DIRECTOR - BANGALORE Office Leve	el: <mark>STATE</mark> STATE: KARN	АТАКА	Division: BANGLORE (1)		
BOARD	١	VIEW APPLICATION OF LEAVE	TRAVEL C	ONCESSION/HOME TRAVEL CONCE	SSION	
ALLOTMENT		NEW AIT EIGANON OF ELAW		UNCESSION/HOME MAYEE CONCE.	5504	
TERED EMPLOYEE	BACK					
OYEE TRANSFER	EMPLOYEE DETAILS					
TE EMPLOYEE PROFILE	KOD NO -	1685463		NAME OF THE ENDLOYEE -		
CATION STATUS	KGID NO	1003403		NAME OF THE EMPLOYEE .	NIRMALAD	
	DESIGNATION:	EO				
IN AUTHORITY	PRESENT WORKING OFFICE					
IN POST TO EMPLOYEE	ADDRESS					
CATION DETAILS	PLACE OF WORK :	STATE				
+	OFFICE:	DIRECTORATE (MINORITY) B	ANGALORE			
AL PERFORMANCE REPORT +						
ISSION TO PURSUE HIGHER +	DATE OF BIRTH:	12/04/1970		AGE :	48	
A QUALIFYING SERVICE FOR	DATE OF ENTRY INTO SERVICE	03/05/1999		COMPLETED YEARS OF SERVICE	19	
ION BENEFITS +	DATE OF ENTRY INTO SERVICE.			COMPLETED TEARS OF SERVICE.	12	
FOR PASSPORT +	DATE OF DECLARATION OF PROBATIONARY PERIOD:					
FOR FOREIGN TRIP +		twort				
ERTY PURCHASE PERMISSION	PLACES INTENDING TO VISIT .	twent				
GE ALLOWANCE +	PERIOD OF VISIT :	FROM 12/04/2019		TO DATE : 13/04/2019	NO OF 2	
BOUND INCREMENT +		DATE :			DAYS :	
ATION PERIOD +	HUSBAND/WIFE IN GOVERNMENT	YES	-			
PROGRAMME / TOUR DIARY +	SERVICE ?	VED				
TS AND LIADILITIES	LTC/HTC ?	155				
	SANCTION MEMO NO :	3333		DATE OF SANCTION MEMO :	18/04/2019	
				SANCTION MEMO (UPLOAD SANCTION MEMO DOCUMENT)	DOWNLOAD	
				· · · · · · · · · · · · · · · · · · ·		
	DETAILS OF DEPENDENTS ACCO	MPANYING WITH THE EMPLO	YEE			
	NAME	RELATION		GENDER	AGE	
	gfsdg	gsfgsdf		MALE	34	
	SIGNATURE OF THE EMPLOYEE :	No Image Uploaded				
	ACTION BY RECOMMENDING AUTHO	DRITY				
	WHETHER ALL REQUIREMENTS ARE FULFILLED ?	YES	*			
	RECOMMENDATION OF THE RECOMMENDING OFFICER :	fdhdfh				
		(				
		YES				
	PERMISSION ?*	1.00	Ľ			
			Su	bmit		

Verify the entered data.

If employee is eligible for Permission, select -- **Yes** Then click on **submit** for approving the application.



come NIRMALA B (1685463), Admin		U I		🗣 ہ
Office Name: MINORITY SECTION DIRECTOR - BANGALORE	Office Level: STATE	STATE: KARNATAKA	Division: BANGLORE (1)	
INCARD				
HBOARD	VIEW APPLICA	ATION OF LEAVE TRAVEL (	CONCESSION/HOME TRAVEL CONCE	SSION
BACK				
EMPLOYEE DETAILS				
ICATION STATUS	1685463		NAME OF THE EMPLOYEE :	NIRMALA B
DESIGNATION:	EO			
GN AUTHORITY				
GN POST TO EMPLOYEE ADDRESS	OFFICE			
IGATION DETAILS PLACE OF WORK :	STATE			
	DIRECTO	DATE (MINODITY) BANGALODE		
UTTICE.	DIRECTO	RATE (MINORITY) BANGALORE		
UAL PERFORMANCE REPORT +				
MISSION TO PURSUE HIGHER		20	105	40
CATION * DATE OF BIRTH:	12/04/197	0	AGE :	48
A QUALIFYING SERVICE FOR + DATE OF ENTRY INTO SERVI	CE: 03/05/199	99	COMPLETED YEARS OF SERVICE :	19
FOR PASSPORT + DATE OF DECLARATION OF PROBATIONARY PERIOD				
FOR FOREIGN TRIP +				
PERTY PURCHASE PERMISSION PLACES INTENDING TO VISI	T : twert			
RGE ALLOWANCE +				
BOUND INCREMENT + PERIOD OF VISIT :	DATE :	12/04/2019	TO DATE : 13/04/2019	NO OF 2 DAYS:
BATION PERIOD +				
R PROGRAMME / TOUR DIARY + SERVICE ?	MENT YES	Ľ		
TS AND LIABILITIES HAS HE/SHE AVAILED	YES			
HTC + SANCTION MEMO NO :	3333		DATE OF SANCTION MEMO	18/04/2019
NGE PASSWORD				DOWNLOAD
			(UPLOAD SANCTION MEMO DOCUMENT) :	
	ENTS ACCOMPANYING W			
DETAILS OF DEPEND	ENTS ACCOMPANYING W		Para constant	
NAME	RELATION		GENDER	AGE
gfsdg	gsfgsdf		MALE	34
SIGNATURE OF THE EMPLOY	YEE : N	io Image Uploaded		
ACTION BY RECOMMENT	DING AUTHORITY			
WHETHER ALL REQUIREMEN	VTS ARE YES	•		
RECOMMENDATION OF THE RECOMMENDING OFFICER :	fdhdfh			
ACTION BY SANCTIONING	AUTHORITY			
IS EMPLOYEE ELIGIBLE FOR	NO			
PERMISSION 7 *	Descor of a	electrion		
REASON .*	Reason or (	al a		

Verify the entered data.

If Employee is not eligible for Permission, select – No Enter Reason.

Then click on submit for rejecting the application.