



FORM FOR LEAVE TRAVEL CONCESSION (LTC)

Type of LTC (please tick mark) : [] Home Town (LTC) | [] All India (LTC)

Block Year :(4 Years Block)(2 Years Block)

Grace Period (if applicable)

For Fresh Recruits: LTC Occasion in the calendar year

I. Leave Details for LTC

Employee ID:

1.	Type of Leave sanctioned for LTC: (if LTC will be availed in vacation period please mention details) (please enclose a copy of sanction order)	
2.	Saturday, Sunday and holiday, if any, prefixed / suffixed / between, proposed leave applied	

II. Particulars of the Government Servant availing LTC :

1.	Full Name of the Government Servant (in BLOCK letters)	
2.	Designation	
3.	Department/Section to which attached	
4.	Date of Joining in the University (day/month/year)/...../.....
5.	Date of entering in Government Service (regular) (day/month/year)/...../.....
6.	Pay Level (as per 7 th CPC)	Basic Pay ₹
7.	Contact (Mobile / Email)	
8.	Home Town as declared and recorded in the Service Book (with District/State)	
9.	Type of LTC : (a) Home Town. (b) Home Town conversion (c) Anywhere in India	
10.	Details of previous LTC availed by the Govt. Servant in current calendar year / block of four years.	

III. Persons in respect of whom LTC is proposed to be availed:

S. No.	Name of Person	Age (in years)	Relationship with the Government Servant
1.			
2.			
3.			
4.			
5.			

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IV. Particulars of Journey (from head quarter to destination and back)

Departure		Arrival		Mode of Travel
Date	From (Station)	Date	To (Station)	

V. Encashment of Earned Leave :

No. of Earned Leave which will be encashed along with LTC (maximum 10 days EL may be encashed)	
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CERTIFIED that :-

(pl. strike out whichever is not applicable)

1. I have not availed / submitted any other claim so far for LTC in respect of myself / for my family member(s) in respect of the block year/calendar year
2. The members of family for whom LTC is being claimed, are fully dependent upon me as per Govt. of India rules / guidelines issued from time to time;
3. That my husband/wife is not employed in Government service.
4. That my husband/wife is employed in government service and the concession has not been/will not be availed of by himself/herself separately or for any of the family members for the concerned block of years from to
5. That my husband/wife for whom LTC is claimed by me, is employed (or is a pensioner) in(name of the Public Sector Undertaking / Corporation / Autonomous Body. etc.), which provides LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer;
6. That my husband / wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation /Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families;
7. The settlement of claim/advance shall be submitted within **one month** from the date of completion of the return journey, failing which, I shall refund/deposit the advance money with the penal interest as per rules (if advance is drawn for LTC);
8. I / my family member(s) shall travel as per **my entitlement** from the headquarter to one intended place / Home town and back, by the shortest route as per LTC rules;
9. The information particulars, as given above, are true to the best of my knowledge and belief.

Date :

(Signature of Employee)

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PROFORMA FOR GRANT OF L.T.C. ADVANCE (If required)

Particulars of Journey

(a) Particular of outward journey from headquarter to last station of journey (farthest station)						
Departure		Arrival		Distance in KMs	Mode of Travel (Air/ Train/Road) & Class of Accommodation	Fare (in ₹)
Date & Time	From (Station)	Date & Time	To (Station)			
Total Amount =						
(b) Particular of return journey from last station of journey (farthest station) to headquarter						
Departure		Arrival		Distance Fare (in ₹)	Mode of Travel (Air/ Train/Road) & Class of Accommodation	Fare (in ₹)
Date & Time	From (Station)	Date & Time	To (Station)			
Total Amount =						

Total Amount of journey to and fro : ₹

Amount claimed for advance : ₹.....

Date:

(Signature of Applicant)

(For Office Use Only- Accounts Section)

1. The above particulars has been verified from LTC Application
2. Advance ₹ may be sanctioned as per LTC guidelines

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Proforma for Self-Certification by the Government Employee

I, Ku. / Prof. / Dr./ Mr./Ms./Mrs. (name of the Government servant) wish to confirm that I am availing (Home Town / Any Place in India) LTC in respect of self / family member(s) for the block year to visit (place of visit) during (dates of journey). It is stated that I or the family members for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The particulars of members of family in respect of who the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. Servant

It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

* **N.B.** : The University / Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on appropriate forum.