

DOs & DON'Ts : IMPORTANT INSTRUCTIONS FOR AVAILING LTC:

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.
2. Any employee whose spouse is working in Indian Railways/National Airlines, is not eligible for LTC.
3. The employee should submit the duly filled prescribed LTC Form to the O/o Registrar, Central University of Punjab before availing the LTC. The LTC should be sanctioned by the Controlling Officer and necessary orders will be issued in this regard (a copy should also be forwarded to Finance & Accounts Section alongwith LTC Form for ready reference for LTC advance / claim).
4. Any employee or his family members should complete its return journey within six months from the date of its outward journey.
5. In case, where advance is given, the employee shall produce the Air/Bus/Rail tickets within ten days from the date of drawing advance to show that the amount has actually been utilized to purchase the tickets.
6. Reimbursement of Air India tickets of economy class are also restricted upto LTC-80 fare. Bookings of tickets directly from Airlines Counter/Website, authorized agents (M/s Balmer Lawrie Company & M/s Ashok travels and tours) and IRCTC are only permissible.
7. In case the conditions of advance are violated, i.e. the ticket/s is/are not purchased within the stipulated period (i.e. within 10 days) of the drawl of advance and the journey is not performed for any reason, the full advance money will be recovered in one lump-sum amount along-with penal interest as per rules, immediately and request for deduction of advance in monthly installment for the convenience of the applicant shall not be entertained.
8. The adjustment of LTC Advance should be submitted within **one month** of the completion of the return journey. Whereas the advance money is not drawn, the L.T.C claim should be submitted within **three months** of the completion of the return journey. Failure to do so will entail forfeiture of the LTC claim.
9. In support of LTC claims, the air/rail/bus tickets/boarding pass etc. shall be submitted (station-wise) duly verified by the concerned employee.
10. The employee shall declare one intended place/home town as LTC destination, well in advance to his/her Controlling Officer and shall perform the journey by the shortest route from Headquarter to destination and back. If the employee will be traveling with break journey or longer journey, the Air fare/Rail fare/Bus fare shall be limited to the fare by shortest direct route calculated on a through ticket basis, whichever is less.
11. An advance for LTC may be admissible upto 90% amount of the estimated fare as per the entitlements. A Govt. servant may apply for LTC advance 125 days before the proposed date of outward journey (in case mode of transport for journey by train). However, cases where the LTC journey is proposed to be undertaken by other modes of transport viz. air/sea/road, the time -limit for drawing LTC advance shall remain 65 days only.
12. The LTC cannot be availed of during closed holidays only, without taking any leave.
13. The LTC scheme does not cover incidental expenses and expenditures incurred on local journey.
14. The entitlements for fresh recruits for LTC will be as per GoI DOPT O.M. No. F.31011/7/2013-Estt.(A-IV) dated 26 September 2014.
15. Any change in the declared place of visit / destination may be intimated before commencement of the outward journey.
16. Employees are encouraged to share interesting insights and pictures/photographs, if any, of the destination he/she visited while availing LTC in appropriate forum / through various modes e.g. University blog, Social Networking sites, E-Mail etc.

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