



UNIVERSITY OF ALLAHABAD

Application Form for grant of LTC advance

1. Name of the Employee _____
2. Designation _____
3. Date of entering in service _____
4. Pay + GP/AGP+NPA _____
5. Whether permanent of temporary _____
6. Balance of Earned Leave _____
7. Home town as recorded in service book _____
8. Whether wife/husband is employed and if so whether entitled to LTC _____
9. Whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed _____
10. (a) If the concession is to visit "anywhere in India" the place to be visited

- (b) Block for which to be availed. _____
- (C) Date of Commencement of Journey _____ Date of Return Journey _____
10. Single rail fare/bus fare from the head quarters to home town/place of visit by shortest route _____
11. Persons in respect of whom LTC is proposed to be availed _____

S.N.	Name	Age	Relation
12. Amount of advance required Rs. _____

I declare that the particulars furnished above are true and correct to the best of my knowledge.
I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date:

Mob. No.:

Signature of the employee



UNIVERSITY OF ALLAHABAD

CHECK LIST
(For office use only)

1. Particulars in Cols. 1 to 6 verified and entered in service book _____

Principal / Joint Registrar

2. Amount entitled for reimbursement Rs. _____

3. Advance admissible (90% of amount in 2) _____

Advance of Rs. _____ may be sanctioned.

Deputy Registrar(A/C)

Office Assistant (A/C)

L.T.C leave encashment (No. of days) _____

Pay Scale _____

Pay in pay band _____

Grade pay / AGP _____

Total _____

Total amount of encashment of leave _____

Deputy Registrar (A/C)

Auditor

Office Assistant (A/C)

Hindi version will follow



UNIVERSITY OF ALLAHABAD

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified:-

- (i) That Shri/Smt./Kumari(name of the Government of servant)_____ has rendered continuous service for one year of more on the date of commencing the outward journey.
- (ii) that necessary entries as required under Para. 3 of the ministry of Home Affairs, O.M. in the Service Book of Shri / Smt. / Kumari_____

Principal / Joint Registrar (P&A)

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

1. I have not submitted any other claim so far for Leave Travel Concession in respect of my self or my family members in respect of the block of two years 20____ and 20____.
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____children. This claim is in respect of the journey performed by my wife / myself with _____ children non of whom traveled with the party on the earlier occasion.
3. The journey has been performed by me / my wife with ___ children to the declared "Home Town" viz _____
4. That my husband / wife is not employed in Government Service.

That my husband /wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself or any of the family members for the concerned block of two years.

Date:

Signature of the employee



UNIVERSITY OF ALLAHABAD

Bill No. _____

LEAVE TRAVEL CONCESSION BILL

For the Block of years _____ to _____

[Note- This bill should be prepared in duplicate – one for payment and the other as office copy]

PART A

[To be filled in by the employee]

- 1. Name _____
- 2. Designation _____
- 3. Scale of Pay {A} _____
- 4. Department _____
- Grade Pay {B} _____

5. Nature and period of leave sanctioned:

Nature of leave _____ From _____ to _____

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

S.N.	Name(s)	Age	Relationship with the employee

PART - B

[To be filled in by the Bill Section]

The net entitlement on account of leave travel concession works out to Rs. _____

Rupess (in words) _____

As detailed below _____

- (a) Railway / Air / Bus / Steamer fare
(b) Less amount of advance drawn vide Vr. No _____
dt. _____.

Rs.	P.

Net amount

2. The expenditure is dubitable to _____

Office Assistant (A/c)
(Signature)

Deputy Registrar (A/c)
(Signature)

Particulars of journey(s) performed by Employee and the members of his/her family.

Departure	Arrival	Distance in Km.	Mode of travel.	Class of Accommodation used	No. of Fares	Fares paid		Remark
						Rs.	P.	

8. Amount of advance, if any, drawn Rs. _____

9. Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled, was used

(Sanctioned No. and date to be given):

Place	Mode of Conveyance	Class to which entitled	Class by which Actually traveled	No. of Fares	Fares paid	
					Rs.	P.

Particulars of journey(s) performed by road between places connected by rail

Name of Places	Class to which entitled	Rail fare	
		Rs.	P.

CERTIFIED THAT:-

1. The information as given is true to the best of my knowledge and belief;
2. That my husband / wife is not employed in Government service / that my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself for any of the family members for the concerned block years _____ to _____

3. That my husband/wife for whom LTC is claimed by me is employed _____
(name of the Public Sector Undertaking / Corporation/Autonomous Body, etc), which provides Leave Travel Concession facilities he/She not preferred and will not prefer, any claim in this behalf to his / her employer; and
4. That my wife/husband 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.

Date:

Signature of the employee

Mob. No.: