



# जम्मू केन्द्रीय विश्वविद्यालय Central University of Jammu

## APPLICATION FOR LEAVE TRAVEL CONCESSION

Block Year \_\_\_\_\_

1.	Name of the Government Employee with Employee Code							
2.	Designation and Department							
3.	Date of entering the Central Government Service							
4.	Band Pay + AGP/GP							
5.	Whether permanent or Temporary							
6.	Details of leave sanctioned	Nature : _____ From _____ To _____						
7.	Home Town as recorded in the Service Book							
8.	Whether spouse is employed, if yes whether entitled to LTC	Yes / No _____						
9.	Dates of proposed Journey	<b>Outward:</b> _____ <b>Inward:</b> _____						
10.	Whether the concession is to be availed for visiting Home Town. If yes block for which LTC is to be availed.							
11.	(a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which to be availed.							
12.	Single fare of entitled class from the headquarter(s) to Home Town/Place of visit by shortest route.							
13.	Persons in respect of whom LTC is proposed to be availed.							
	<b>S No.</b>	<b>Name</b>	<b>Age</b>	<b>Relationship</b>	<b>Travelling (Place)</b>			<b>Mode of Travel</b>
					<b>From</b>	<b>To</b>	<b>Back (Yes/No)</b>	
	i.							
	ii.							
	iii.							
	iv.							
	v.							
14.	Amount of advance required. (To be paid to DTA* / Self)				Rs. _____			
15.	Whether encashment of earned leave required. If yes, No. of days for which encashment is required				Yes/No _____ days			

I undertake (a) to produce the tickets for the journey within ten days of receipt of the advance (b) to refund the entire advance in one lump sum, in the event of cancellation of the journey within two months for the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance (c) to travel by Air/Rail/Road/Water as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute (d) to refund the excess advance drawn, if any, within 7 working days of completion of the journey (e) to submit necessary bills, money receipts and other documents\*\* as required under the Rules and Regulations of the Institute within one month (where advance is drawn) / three months (where no advance is drawn), from the date of completion of the journey.

I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

### Certified that the:-

- Information, as given above is true to the best of my knowledge and belief; and
- That my spouse is not employed in Government service / that my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members of the concerned block of \_\_\_\_\_ years.

Date: \_\_\_\_\_

Signature of the Applicant

\* Designated Travel Agent

\*\* Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling LTC claim.

**FOR OFFICE USE ONLY (ADMN.)**

Name of the Applicant: \_\_\_\_\_ Designation/Deptt./Centre/Section: \_\_\_\_\_

Details of Last LTC availed: Date \_\_\_\_\_, LTC Home Town/Anywhere in India, \_\_\_\_\_ Block.

No. of times & No. of days for which leave encashment already taken: \_\_\_\_\_

Earned Leaves standing to his/her account: \_\_\_\_\_

No. of days for which leave encashment is sought \_\_\_\_\_

Balance Leave (if this encashment is allowed) \_\_\_\_\_

Admissibility of leave encashment \_\_\_\_\_ No. of days.

Entitled travel class \_\_\_\_\_

For approval, please:

1. LTC Home Town/Anywhere in India (as per item No. 9 and 10 of the application) to visit \_\_\_\_\_ for block \_\_\_\_\_
2. Encashment of Earned Leave \_\_\_\_\_ days.
3. Leave: Nature \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ No. of days \_\_\_\_\_

[LDC] [Asstt.] [Section Officer] [Asstt. Registrar] [Deputy Registrar]

**CALCULATION OF ADVANCE**  
**(To be used by the Finance Section)**

From	To	Mode of Travel	No. of fares	Single fare	Amount

Total Rs. \_\_\_\_\_

Advance admissible (90% of above) = Rs. \_\_\_\_\_ Passed for Rs. \_\_\_\_\_

(in words); Rupees \_\_\_\_\_

Debitable to LTC advance Dr./Mr./Mrs./Ms. \_\_\_\_\_

[LDC] [Account Asstt.] [Section Officer] [Asstt. Registrar]

[Finance Officer]