



APPLICATION FOR LEAVE TRAVEL CONCESSION

1.	Name of the Employee with Employee Code						
2.	Designation and Department						
3.	Date of entering the Central Government Service/Date of Joining with IIT Ropar						
4.	Pay Level						
5.	Leave required		Nature : _____ From _____ To _____ No. of days _____ Prefix: From _____ To _____ & Suffix: From _____ To _____				
6.	Whether spouse is employed, if yes whether entitled to LTC		Yes / No				
7.	Proposed dates of Journey				Date of Outward journey		Date of Inward journey
			Self				
			Family				
8.	Home Town as recorded in the Service Book						
9.	Nature of LTC to be availed:- Home Town/ Anywhere in India						
10.	Place to be visited						
11.	Total Estimated fare of entitled class for to and fro journey (proof need to be attached).						
12.	Person(s) in respect of whom LTC is proposed to be availed.						
	Sr.	Name	Age	Relationship	Travelling (Place)		Mode of Travel
					From	To	Back (Yes/No)
	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
13.	Advance Required		Yes / No				
14.	Encashment of earned leave required.		Yes/No _____ days				

Important Note for Air Travel: -

- Government employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a 3 hours slot.
- At the time of booking, they are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
- Air tickets shall be purchased only from the three Authorized Travel Agents (ATAs) only.

I undertake:-

- To produce the tickets for the journey within 10 days of receipt of the advance.
- To refund the entire advance in lump sum, in the event of cancellation of the journey within two months from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance.
- To travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute
- 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
- My spouse is not employed in Government service / 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 for the _____ block year.

Forwarded please.

Signature of the Applicant with date

Head/Section Incharge

(A) FOR USE OF ESTABLISHMENT SECTION

Fresh Recruit i.e. joining Govt. Service after 01.09.2008 /otherwise, Date of joining: _____ Block year: _____

Sl. No.	Particulars	Last availed	Current LTC
01	Nature of LTC (Home Town/Anywhere in India-place visited/to be visited)		
02	Period (from _____ to _____)		
03	LTC for Self/Family		
04	Earned leave encashment (No. of Days)		
05	Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible =		
06	Period and nature of leave applied for and need to be sanctioned		

May consider and approve the above LTC (Home Town/Anywhere in India), Leave and Encashment of Leave.

Junior Assistant

Junior Superintendent/ Superintendent

AR/DR

(B) For use by the Accounts 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. _____

JAA/SAA

JAO/AO

AR/DR

(C) For use by the Audit Section

Comments/Observations:

Dealing Assistant

JAO/AO

Sr. Audit Officer

Recommended & Forwarded

Approved/Not Approved

Registrar

Dean (FA&A)