



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

FORM - 11

APPLICATION FOR LEAVE TRAVEL CONCESSION

HOME TOWN / ANYWHERE IN INDIA (DELETE WHICH IS NOT APPLICABLE)

BLOCK YEAR

- Name of the employee :
- Designation :
Department/Section/Centre :
- Basic pay as on the date of journey :
- Details of leave sanctioned (for self) : Nature : From : To :
- Place of visit (with nearest railway station / airport) :
- Single fare by shortest route in the entitled class :
- Amount of advance required (if any)
 - To be paid to *ATA (Travel for which tickets were obtained from *ATA) :
 - Self (Travel for which tickets were not obtained from *ATA) :
- Proposed dates of journey : Outward: Inward:
- Particulars of persons in respect of whom the LTC is proposed to be availed:

Sl No	Name	Age	Relation	Traveling (Place)			Mode of Travel
				From	To	Back (Yes/No)	

I undertake (a) to refund the entire advance in one lump sum, in the event of cancellation of the journey or non performance of the journey within two months for the date of drawl of the advance (b) 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 (c) to refund the excess advance drawn, if any, within 7 days of completion of the journey (d) 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.

Further, I understand that (a) I shall have to take admissible leave for availing the LTC. (b) I have to communicate to the Competent Authority about any change of declared place of visit before commencement of the journey or at least before return to the Institute, in case it is not possible to inform before commencement of the journey. (c) I and my spouse shall have to submit a joint declaration (if not submitted yet), in case my spouse is employed, stating that no claim for reimbursement of travel cost will be made by him/her in respect of this LTC.

Date: _____

Signature of the Employee

Emp_No.: _____

* ATA: Authorized Travel Agent

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

FOR OFFICE USE ONLY (ADMN.)

Name of the Applicant: Designation/Dept./Centre/Section

Admissibility of the persons (as at item no. 9 of the application) for whom Home Town / Anywhere in India – LTC for the block year to visit is verified and found to be in order.

Home Town / Anywhere in India – LTC, as requested may be approved as per entitlement.

Dy. Registrar / Asst. Registrar (Admn. / Faculty Affairs)

Approval of the Competent Authority.

Date: _____

Registrar/DOFA/Director

CALCULATION OF ADVANCE
(TO BE FILLED IN BY THE F&A SECTION)

From	To	Mode of travel	No. of fares	Amount

Total Rs.....

Advance admissible (90% of the above) = Rs..... Advance of Rs.....

(in words: Rupees.....) is admissible.

Dy. Registrar / Asst. Registrar (F&A)

Bill Assistant

Sanctioned LTC advance of Rs..... (Rupees.....
.....) only.

Date: _____

DOFA / Registrar