



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

APPLICATION FOR LTC ADVANCE TO HOME TOWN/ANY WHERE IN INDIA

| | | | |
|----|--|---------------------|------------|
| 1 | Name of the Govt Servent (In Block letter) | | |
| 2 | Designation | | |
| 3 | Employee Code No. | | |
| 4 | Telephone/Telecom No. | | |
| 5 | E-mail Address | | |
| 6 | Date of entering in the Central Govt Service. | | |
| 7 | Basic Pay in present Grade | | |
| 8 | Whether permanent or Temporary | | |
| 9 | (a) Home Town as recorded in the service book | | |
| | (b) Nearest Railway Station | | |
| 10 | (a) Whether wife/Husband is employed, | Yes/No | |
| | (b) if so whether entitled to take LTC | Yes/No | |
| 11 | (a) If concession is to be availed for visiting Home town | Yes/No | |
| | (b) if so Block year for which LTC is to be availed | Block Year _____ | |
| 12 | (a) If concession is to be availed for visiting 'Anywhere in India' | Yes/No | |
| | (b) If so place to be visited | | |
| | (c) Block year for which LTC to be availed | | |
| 13 | Nature of leave be mentioned | | |
| 14 | Proposed date of onward journey | | |
| 15 | Proposed date of return journey | | |
| 16 | Persons in respect of whom LTC is proposed to be availed | | |
| | Name | Relationship | Age |
| | | | |
| | | | |
| | | | |
| | | | |
| 15 | Single Rail/Air/Bus fare from Headquarters to Hometown/place of Visit by shortest route. | | |
| 17 | Advance of amount required | | |

1. Detail of Encashment of earned Leave along with LTC.

No of Earned leave applied for encashment (Maximum 10 day per year) :
No of days already encashed (excluding current year) (Total 60 days) :

2. I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date:

(Signature of Claimant)

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Instructions

- (1) The members of the family for whom LTC is being claimed, are fully dependent upon me as per Govt. of India rules/guidelines issued from time to time.
- (2) I certify that my wife/husband is a /is not a Govt Servant and he/she will/will not claim the same separately.
- (3) I/my family members will travel as per my entitlement from the HQ to one intended place/home town and back, by the shortest route as per LTC rules.
- (4) I undertake the refund of advance in full within 48 hours in the event of the leave being cancelled.
- (5) I undertake that **Advance up to 90% of the fare** is taken for both onward and return journey and the anticipated absence of the member of the family **will not exceed 90 days**.
- (6) I will furnish **Air/Rail ticket no/PNR no. with 10 days from the date of drawl of advance**.
- (7) I will submit the LTC claim within **one month from the date of return journey. If not, outstanding advance will be recovered in one lumsum and claim will be treated as one where no advance will be considered. Further, panel interest @ 2% over GPF interest on the entire advance from the date of the drawl to the date of the recovery will be charged.**

Date:

(Signature of Claimant)

Sig of Dealing Clk (F&A)

- (1) Amount entitled for fare of Rs. _____ X 02 X No. of the tickets _____
- (2) Advance admissible of Rs. _____ may be sanctioned.

Date:

Sig of Dealing clk

Remarks by I/C Billing

Remarks by AR (F&A)/DDO

Date:

Sign

Date:

Rec/Not rec

Sign

Remarks by Finance Officer

Advance of Rs. _____ (equal to 90%) may be sanctioned/Not sanctioned

Date:

Finance Officer

90% advance is admissible and paid vide Cheque No..... dated..... And listed in the LTC advance register vide Sl No..... Page No.....