

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____

Non-Teaching

Date: _____

Application of Leave Travel Concession for Self & dependents Self only Dependents only

Name: _____ Emp. Code: _____

Designation: _____ Pay Matrix & Level: _____

Department/Section: _____ Date of Joining: _____

PART – 1: LTC PARTICULARS

Home Town LTC: For the year of 20__ All India LTC – 4th year of service: 20__

Conversion of Home Town LTC for the year of 20__ to NE () A&N J&K ()

[On completion of one year, fresh recruits are allowed to travel their hometown alongwith their families on three occasions in a block of four years (any employee can convert one of the three Hometown LTC to visit NE/A&N/J&K upto 25/09/2020) and to any place in India on the fourth occasion in the first eight years of service]

Last availed LTC <input type="checkbox"/> Hometown <input type="checkbox"/> All India <input type="checkbox"/> Conversion of Hometown		Block year of 20_____			
Have you availed the LTC in the same calendar year/block year for self & dependent () Hometown () All India () Conversion of Hometown		<input type="checkbox"/> Self <input type="checkbox"/> Dependent			
Name of Home Town / Place of Interest to be visited with LTC					
Nearest <input type="checkbox"/> Railway Station <input type="checkbox"/> Airport <input type="checkbox"/> Bus Station to the above place					
Nature of Leave to be availed (Vacation/CL/RH/EL/HPL/SCL/Compensatory/Maternity & Paternity Leave)					
Period of Leave	/...../..... to/...../.....			
Starting place of Outward Journey:		Starting place of Return Journey:			
S. No.	Name of the employee & dependents	Age	Relationship	Proposed date of journey	
				Outward	Return
1					
2					
3					
4					
5					
6					
7					

NOTE: The advance may be drawn both for the Outward and Return journeys, if limit of return journey is exceeding 90 days, then the advance may be drawn for the Outward journey only. The advance should be refunded in full, if the Outward journey is not commenced within 30 days of the grant of advance. In case of Journeys by rail, advance can be drawn 125 days (i.e. 4 months and 5 days) before the proposed date of the outward journey. In all cases, the Govt. servant should produce Railway or bus tickets within ten days of drawl of the advance. If the family travels separately from the employee, the advance may also be drawn separately.

PART – 2: ADVANCE & LEAVE ENCASHMENT

Whether advance required (Maximum 90% of total fare payable) - 1 Yes No ₹ _____
(Kindly enclose proof of estimate of amount of tickets. Proof of LTC-80 and normal fare must be enclosed, if entitled for Air travel)

Leave Encashment required Yes No – Total EL Encashed till date: _____

If "Yes", number of days [Maximum 10 days in one occasion & total 60 days in entire service career] days

I, Prof./Ms./Mrs./Dr./Mr. _____ hereby declare that the LTC Rules in vogue shall be applicable to me and hereby undertake to intimate any change in my itinerary before commencement of outward journey and submit the "LTC Bill" within the stipulated time.

Forwarded to Establishment Section

Counter Signature of the HoD/Section Head/Coordinator

Signature of Employee
LTC Form (Non-Teaching) - Page 1 of 3

PROFORMA FOR SELF-CERTIFICATION BY THE GOVERNMENT EMPLOYEE

I, _____ wish to confirm that I am availing _____ (Hometown/All India/Conversion) LTC in respect of self/family member(s) for the block year _____ to visit _____ during _____. It is stated that I or the family member(s) for whom I wish to avail LTC have/have not availed of the same before in the present block.

The particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

S.No.	Name(s)	Age	Relationship with the Govt. servant
01.			
02.			
03.			
04.			
05.			
06.			
07.			

It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Section Head/Coordinator

NOTE:

a) Full reimbursement as per the entitlement of the Government servant shall be allowed for journey(s) performed on LTC by the family members from any place in India to Headquarters/place of posting of the Government servant and back. When such journey is performed from the Home Town, the LTC shall be counted against 'Home Town' LTC and in case the journey is from any other place in India, then it shall be counted against 'Any place in India' LTC.

b) The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

c) A newly married husband/wife coming from home town to headquarter or a husband/wife who has been living long at home town and did not avail of the LTC in respect of the outward journey.

d) A unmarried Central Government employee, who have left their wholly dependent parents/sisters/minor brothers at their home town are allowed the benefit of LTC to visit their home town every year. This concession is in lieu of all other LTC facilities admissible to the Govt. servant himself and to his/her parents/sisters/minor brothers. The facility of conversion of home town LTC to allow travel to different parts of the country, under the special dispensation scheme, will also apply to an unmarried employee, who is eligible to avail the benefit of LTC to visit Home Town every year. This facility may be availed by converting one occasion of Home Town LTC out of the four home town LTC occasions available in a block of four years.

FOR ESTABLISHMENT SECTION USE ONLY

Particulars provided at Part-1 verified and found correct. LTC may be approved for the Block Period/Year 20_____ to visit _____ for the claimant and/or his/her dependent family members as mentioned at Sl. Nos. – 1, 2, 3, 4, 5, 6, 7 [strike which is not admissible] as per applicable rules.

- a) Balance EL available for encashment under LTC : _____ Day(s)
b) Cumulative EL encashed till date under LTC : _____ Day(s)
c) EL available in the S.B. as on _____ : _____ Day(s)
d) EL encashment admissible for this LTC : _____ Day(s)
e) Balance EL after encashment (c-d) : _____ Day(s)
f) Balance EL for encashment under LTC (a-d) : _____ Day(s)
g) Basic Pay: ₹ _____/- h) DA (%) ₹ _____/-
i) Amount admissible for encashment: ₹ _____/- (g+h*d/30)

Particulars verified

Particulars checked and verified

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

FOR ACCOUNTS SECTION USE ONLY

Certified that no previous advance is pending against the employee. Advance may be sanctioned for LTC and/or Leave Encashment as follows:

HEAD	AMOUNT ESTIMATED	AMOUNT ADMISSIBLE
LTC Advance		
Leave Encashment	-	
Total Amount (₹)		

(Rupees _____ only)

Advance checked

Advance checked & verified

Advance of ₹ _____ & EL Encashment of ₹ _____ can be granted.

Junior Assistant (A/cs.)

Superintendent (A/cs.)

Asstt./Dy. Registrar (A/cs.)

Registrar

Director

To
Asstt./Dy. Registrar (Accounts)