



# Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh, Distt. - Ajmer (Rajasthan)

## APPLICATION FOR LEAVE TRAVEL CONCESSION (LTC)

Type of LTC (please tick mark) :  Home Town (LTC) |  All India (LTC)

Block Year : ..... (4 Years Block ) .....(2 Years Block)

Grace Period (if applicable) .....

**For Fresh Recruits:** LTC Occasion ..... in the calendar year .....

### I. Leave Details for LTC

Employee ID: .....

1.	Type of Leave sanctioned for LTC: (if LTC will be availed in vacation period please mention details) (please enclose a copy of sanction order)	
2.	Saturday, Sunday and holiday, if any, prefixed / suffixed / between, proposed leave applied	

### II. Particulars of the Government Servant availing LTC :

1.	Full Name of the Government Servant (in BLOCK letters)	
2.	Designation	
3.	Office/Department to which attached	
4.	Date of Joining in the University (day/month/year)	
5.	Date of entering in Central Government Service (day/month/year)	
6.	Pay (as on date ..... )	Basic Pay ..... Pay Band ..... GP .....
7.	Contact (Phone / Email)	
8.	Home Town as declared and recorded in the Service Book (with District/State)	
9.	Type of LTC : (a) Home Town. (b) Home Town conversion (c) Anywhere in India	
10.	Details of previous LTC availed by the Govt. Servant in current calendar year / block of four years.	

### III. Persons in respect of whom LTC is proposed to be availed:

S. No.	Name of Person	Age (in years)	Relationship with the Government Servant
1.			
2.			
3.			
4.			

**IV. Particulars of Journey (from head quarter to destination and back)**

Departure		Arrival		Mode of Travel
Date	From (Station)	Date	To (Station)	

**V. Encashment of Earned Leave :**

No. of Earned Leave which will be encashed along with LTC ( <i>maximum 10 days EL may be encashed</i> )	
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**CERTIFIED that :-***(pl. strike out whichever is not applicable)*

- I have not availed / submitted any other claim so far for LTC in respect of myself / for my family member(s) in respect of the block year/calendar year .....
- The members of family for whom LTC is being claimed, are fully dependent upon me as per Govt. of India rules / guidelines issued from time to time;
- That my husband/wife is not employed in Government service.
- That my husband/wife is employed in government service and the concession has not been/will not be availed of by himself/herself separately or for any of the family members for the concerned block of years from ..... to .....
- That my husband/wife for whom LTC is claimed by me, is employed (or is a pensioner) in .....(name of the Public Sector Undertaking / Corporation / Autonomous Body. etc.), which provides LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer;
- That my husband / wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation /Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families;
- The settlement of claim/advance shall be submitted within **one month** from the date of completion of the return journey, failing which, I shall refund/deposit the advance money with the penal interest as per rules;
- I / my family member(s) shall travel as per **my entitlement** from the headquarter to one intended place / Home town ..... and back, by the shortest route as per LTC rules;
- The information particulars, as given above, are true to the best of my knowledge and belief.

Date : .....

(Signature of Employee)

## Proforma for Self-Certification by the Government Employee

I, Shri / Smt. / Ku. / Prof. / Dr. .... (name of the Government servant) wish to confirm that I am availing ..... (Home Town / Any Place in India) LTC in respect of self / family member(s) for the block year ..... to visit ..... (place of visit) during ..... (dates of journey). It is stated that I or the family members for whom I wish to avail LTC has/have not availed of the same before in the present block.

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

Sl. No.	Name(s)	Age	Relationship with the Govt. Servant

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.

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\* **N.B.** : The University / Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on appropriate forum.

## DOs & DON'Ts : IMPORTANT INSTRUCTIONS FOR AVAILING LTC:

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.
2. Any employee whose spouse is working in Indian Railways/National Airlines, is not eligible for LTC.
3. The employee should submit the duly filled prescribed LTC Form No. 01 to the Registrar, Central University of Rajasthan before availing the LTC. The LTC should be sanctioned by the Controlling Officer and necessary orders will be issued in this regard (a copy should also be forwarded to Finance & Accounts Section alongwith LTC Form No. 01 for ready reference for LTC advance / claim).
4. Any employee or his family members should complete its return journey within six months from the date of its outward journey.
5. In case, where advance is given, the employee shall produce the Air/Bus/Rail tickets within ten days from the date of drawing advance to show that the amount has actually been utilized to purchase the tickets.
6. Reimbursement of Air India tickets of economy class are also restricted upto LTC-80 fare. Bookings of tickets directly from Airlines Counter/Website, authorized agents (M/s Balmer Lawrie Company& M/s Ashok travels and tours) and IRCTC are only permissible.
7. In case the conditions of advance are violated, i.e. the ticket/s is/are not purchased within the stipulated period (i.e. within 10 days) of the drawl of advance and the journey is not performed for any reason, the full advance money will be recovered in one lump-sum amount along-with penal interest as per rules, immediately and request for deduction of advance in monthly installment for the convenience of the applicant shall not be entertained.
8. For LTC Advance, the filled-in LTC Form No. - 02 shall be submitted to the Finance Officer, Central University of Rajasthan.
9. The adjustment of LTC Advance should be submitted within **one month** of the completion of the return journey. Whereas the advance money is not drawn, the L.T.C claim should be submitted within **three months** of the completion of the return journey. Failure to do so will entail forfeiture of the LTC claim.
10. In support of LTC claims, the air/rail/bus tickets/boarding pass etc. shall be submitted (station-wise) duly verified by the concerned employee.
11. The employee shall declare one intended place/home town as LTC destination, well in advance to his/her Controlling Officer and shall perform the journey by the shortest route from Headquarter to destination and back. If the employee will be traveling with break journey or longer journey, the Air fare/Rail fare/Bus fare shall be limited to the fare by shortest direct route calculated on a through ticket basis, whichever is less.
12. An advance for LTC may be admissible upto 90% amount of the estimated fare as per the entitlements. A Govt. servant may apply for LTC advance 65 days before the proposed date of outward journey.
13. The LTC can not be availed of during closed holidays only, without taking any leave. LTC is not admissible during Child Care leave.
14. The LTC scheme does not cover incidental expenses and expenditures incurred on local journey.
15. The entitlements for fresh recruits for LTC will be as per GoI DOPT O.M. No. F.31011/7/2013-Estt.(A-IV) dated 26 September 2014.
16. Any change in the declared place of visit / destination may be intimated before commencement of the outward journey.
17. Employees are encouraged to share interesting insights and pictures/photographs, if any, of the destination he/she visited while availing LTC in appropriate forum / through various modes e.g. University blog, Social Networking sites, E-Mail etc.

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