

(200 Copies)

HIMACHAL PRADESH UNIVERSITY  
SUMMER HILL, SHIMLA-171005.

Application for the grant of leave Travel Concession

1. Name and Branch:
2. Designation:
3. Basic pay:
4. Details of the previous LTC availed:
  - i) Block year in which previous LTC was allowed/availed:
  - ii) Declared place of visit:
  - iii) Date of commencement of outward journey:
  - iv) Whether the same as Bharat Darshan/Home Town:
5. Details of the Present LTC:
  - i) WHETHER BHARAT DARSHAN OR HOME TOWN:
  - ii) Date of commencement of outward journey:
  - iii) Block year:
  - iv) Mode of journey and class of the same:
  - v) Details of the family members who will accompany the applicant:

Name	Relationship	Age
1.		
2.		
3.		
4.		
5.		
6.		
7.		

- vi) Single one sided fare to the declared place:

I certify that the above particulars are correct to the best of my knowledge and belief and no part of it is false.

Date:-

Signature of the Applicant

P.T.O.

Recommendation of the Controlling Officer:

1. Sanctioned and forwarded to the Accounts-I Section for further necessary action;

Signature and stamp of  
the Controlling Officer

N.B.: Strike out whichever is not applicable.

2. In case concession is availed in respect of major sons/ daughters, it should be justified that they have not other source of income i.e. scholarship/ stipend etc.

3. In case concession of Bharat Darshan/Home Town is required for grants, the dependency certificate in respect of parents may be furnished to the effect that parents are wholly dependent upon the University employee and permanently resides with the University employee and monthly income does not exceed Rs. 250/- p.m. from all sources.

4. INCOMPLETE APPLICATION FORMS SHALL NOT BE ENTERED NOR ANY CORRESPONDENCE IN THIS REGARD WILL BE ATTENDED TO.

(For Office Use Only)

- i) Single one sided fare: \_\_\_\_\_  
ii) Total fare: \_\_\_\_\_  
iii) 50% of advance in r/o (ii) above.

Sh. Smt./Dr. \_\_\_\_\_ in  
eligible for the leave Travel Concession Advance for  
the Block Year \_\_\_\_\_.

A sum of Rs. \_\_\_\_\_ Rupees  
) is admissible. If approved, the

Deputy Registrar(Accounts)/ Finance Officer may  
kindly accord sanction to the advance of Rs. \_\_\_\_\_

as LTC advance to Sh./Smt./Dr. \_\_\_\_\_  
Rupees

Dealing Asstt.

Section Officer(A/Cs-I)

Deputy Registrar(A/Cs.)/Finance Officer

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**(CERTIFICATE TO BE GIVEN BY THE GOVERNMENT EMPLOYEES)**

1. I have not submitted any other claim so far Leave Travel Concession in respect of myself or my family members in respect of the block of two years **i.e.** \_\_\_\_\_.
2. I have already drawn T.A. for the Leave Concession in respect of a journey performed by me/my wife with children. This claim is in respect of the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife to the declared "Home Town", viz. \_\_\_\_\_.
4. That my husband/wife employed in Government Service.
5. That my husband/wife is employed in Government Service and the concession has not been availed on by him/her separately for himself/herself or any of the family members for the concerned block of two years.
6. That my husband/wife for whom LTC is claimed by me is employed in \_\_\_\_\_.
7. (Name of the Public Sector Undertaking/Corporation/Autonomous Body etc.) which provides LTC facilities by he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.
8. 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 Government or a Local Body, which provided LTC facilities to its employees and their families.

**Signature of Government Employees**

(CERTIFICATE TO BE GIVEN BY THE EMPLOYER)

1. I have not submitted any other claim so far leave Travel Concession in respect of myself or my family members in respect of the block of two years i.e.

2. I have already drawn T.A. for the leave Concession in respect of a journey performed by me/my wife with children. This claim is in respect of the journey performed by me/myself with children none of whom travelled with me/my wife on the earlier occasion.

3. The journey has been performed by me/my wife in the declared "Home Town" etc.

4. That my husband/wife employed in Government Service

5. That my husband/wife is employed in Government Service and the concession has not been availed on by him/her separately for himself/herself or any of the family members for the concerned block of two years.

6. That my husband/wife for whom LTC is claimed by me is employed in

7. (Name of the Public Sector Undertaking/Corporation/Autonomous Body etc.) which provides LTC facilities by which he has not availed and will not prefer any claim in this behalf to his/her employer.

8. That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body created wholly or partly by the Government or a local body which provides LTC facilities to its employees and their families.

Signature of Government Employees