

SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY
LONGOWAL, DISTRICT-SANGRUR, PUNJAB – 148106
(Deemed-to-be-University under Ministry of Education, Govt. of India)

APPLICATION FOR LEAVE TRAVEL CONCESSION

01	Name of the Employee				
02	Designation & Department				
03	Date of Joining & Pay Level	DoJ:	Pay Level:		
04	Whether Permanent or Deputation				
05	Home Town as recorded in the Service Book				
06	Whether wife/husband is employed, if yes, whether entitled to LTC	Yes or No. _____			
	i) She/ He has availed/not availed LTC for the Block Year.				
	ii) She/ He has the certificate from her/his employer regarding non-availing of LTC Facility is enclosed.	Yes or No. _____			
07	Nature of LTC to be availed, Home Town/HTC/ Anywhere in India with Block Year				
08	If, anywhere in India, the place to be visited				
09	Leave Required (Nature & Period)	Nature of Leave _____ From _____ To _____ Prefix _____ Suffix _____			
10	Proposed dates of Journey	From _____ To _____			
11	90% Advance Required	Yes or No			
12	If Yes, Estimated Fare (Documentary proof enclosed)	Rs. _____			
13	Encashment of _____ Days Earned Leave required.	Yes or No			
14	Person(s) in respect of whom LTC is proposed to be availed: -				
	Sr. No.	Name	Age	Relationship	LTC Block Year
				Annual income except self and spouse	

I undertake **(a)** to produce the tickets for the journey within ten days of receipt of the advance **(b)** to refund the entire advance in lump sum, in the event of cancellation of the journey within two months from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance **(c)** to travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute **(d)** to refund the excess advance drawn, if any, within 7 working days of completion of the journey **(e)** 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.

I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

Certified that: -

1. The information, as given above is true to the best of my knowledge and belief; and
2. My spouse is not employed in Government service / my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for the _____ block year.

3. All the above persons (excluding spouse), as mentioned at Sr. No. 14, are wholly dependent upon me.

* Designated Travel Agent such as *Balmer Lawrie & Co/ Ashok Tours & travels/ IRCTC only*

** In case of air tickets, Boarding Passes are to be submitted while settling LTC claim.

Signature of the Applicant with date

Head/Coordinator/Section In-charge

FOR USE OF ESTABLISHMENT SECTION: A1 / A2

Sl. No.	Particulars	Last Availed LTC	Current LTC
01	Nature of LTC (Home Town/Anywhere in India/ HTC)		
02	In case, anywhere in India/ Home Town Conversion, the place to be visited		
02	Period (from _____ to _____)		
03	LTC for Self/Family		
04	Earned leave encashment (No. of Days)		
05	Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible =		
06	Period and nature of leave applied for and need to be sanctioned From: _____ To: _____ Leave Type: _____ No of days: _____		

May consider and approve the above LTC (Home Town/Anywhere in India/ Home Town Conversion), Leave, ____ days Leave Encashment and advance (as applicable).

Dealing Asst

UDC/ SSS

Supdt

DR (Admn)

Registrar

Director