

Annexure 'A'
(As referred to in Rule 5)

Application for Availing of Leave Travel Concession

1. Name of the Officer/employee
2. Post held
3. Date of appointment in the present service
4. Period during which LTC is proposed to be availed of (in case of self. Please indicate whether leave has been sanctioned)
5. Block of years for which LTC is proposed to be availed of.
6. Details of LTC to be availed of:
 - i) Whether for visiting home-town.
 - ii) Whether for visiting any place in India
 - iii) In case of (ii) above the place to be visited.
7. Members of family for whom LTC is to be availed of
 - i) Names of family members with present age.
 - ii) Relationship with the applicant.
8.
 - i) When LTC was availed of last ? Indicate the block years for which LTC was availed of and the period during which it was availed of:
 - iii) If any sanction for the grant of LTC was issued, please quote its No. and date.

It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom LTC is being claimed, are residing with me.

Dated:

Place:

Signature of applicant
Designation

Annexure 'B'
(As referred to in Rule 6)
Certificate to be given by a University employee

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my family members in respect of the block of two years/four years from..... to
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife withchildren/.....children. This claim is in respect of journey performed by my wife/myself withchildren/.....children none of whom traveled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife withchildren/.....children in respect of the block of two years/four years from and
This claim is in respect of the journey performed by my wife/myself with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year..... in respect of block of two years/four years from and This claim is in respect of journey performed by me in the years...../ This is against the concession admissible once every two years in prescribed block for visiting home-town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with children/.....children to the declared home town viz.....place..... in India.
6. That my husband/wife is not employed in/that my husband/wife is employed in Government/University service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for concerned block of two years/four years.

Signature of the University
employee

Annexure 'C'
(As referred to in Rule 6)

Affidavit

I,..... S/O.....

Employed as in the Office of

Do hereby solemnly affirm and declare that the journeys in respect of which
L.T.C. for visiting..... is being claimed vide my bill for the
period

to were actually performed by me and/or the members of my
family as per details given in the L.T.C. Bill.

Deponent

Verification

Verified that the above facts are true to the best of my knowledge and
belief and that nothing has been concealed therein.

Deponent