

**PONDICHERRY UNIVERSITY**  
PUDUCHERRY

**APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE**

1. Name of the Official :  
(in Block Letters)
  2. (a) Designation :  
(b) Permanent or Temporary (If not permanent, surety bond from a permanent official to be enclosed with the application)
  3. Department / Office to which attached :
  4. Basic Pay in the present Grade :
  5. Date of appointment in the Department
  6. Place of Home Town as declared in the Service Book :
  7. Particulars of LTC availed for Previous Block Years : Block Year \_\_\_\_\_  
(i). Home Town  
(ii). Anywhere in India
  8. Particulars of LTC now proposed to avail : Block Year \_\_\_\_\_  
(i). Home Town  
(ii). Anywhere in India
  9. Whether avails CL or EL :  
(Nature of Leave to be mentioned)
  10. Whether LTC advance already taken has been settled in full or pending settlement, date of settlement of the previous case :
  11. Place of visit (farthest point) :
  12. Proposed date of onward journey :
  13. Proposed date of return journey
  14. Particulars of the family members availing the facility :
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Sl. No.	Name	Age	Relationship	Whether Dependant
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15. Class of accommodation proposed to be availed in the Railway Journey :

16. Amount of advance required :

17. Bus fare / Railway fare for one way :

18. Total fare for both ways :

19. The Office in which the spouse of the University Staff is employed

20. If the spouse is eligible for LTC or similar concession from his/her Employer. Whether declaration has been given that he/she will not claim LTC himself/herself and family from his/her office :

Date:

Signature :

Designation :

DECLARATION

I, .....hereby certify that the above particulars furnished by me are true and correct.

I also under take to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not alter the place of visit mentioned in the application without prior approval of the competent authority.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance.

I also agree to credit forthwith to the Office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets etc., for myself / members of my family, as the case may be, for the onward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance.

I am aware that failure to comply with the above requirement will entail recovery of the advance in one lumpsum from the next drawal of my salary, together with the penal interest @ 2½ % over and above the normal interest.

I am aware that if I do not submit LTC bills within one month from the date of return journey, the outstanding LTC advance is recoverable in one lumpsum from my next salary together with the penal interest @ 2½ % over and above the normal interest. .

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.

I also understand that if the LTC is availed for self the cost is re-imbursable only when the journey is performed after availing any kind of leave and not during week-end holidays / other holidays / R.H. alone.

I also declare that the LTC proposed to be claimed for the members of my family in this application are wholly dependent upon me and their individual monthly income from all sources is less than Rs.1,500/- p.m. They are also residing with me.

Date:

Signature :

Designation :

REMARKS OF THE OFFICER / HEAD OF THE DEPARTMENT / DEAN / DIRECTOR

Forwarded. Official applied CL/EL as at Col.9 and the same has been sanctioned.

**SIGANTURE OF THE FORWARDING OFFICER**