



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Form No. 7

REQUEST FOR LEAVE TRAVEL CONCESSION AND ADVANCE

1.Name of the Employee	2. Employee No. & Designation:
3. Department/School/Unit::	4.Pay Band, Pay in Pay Band, Grade Pay:
5. Date of Appointment in the Institute:	6. Whether Permanent or on Probation:
7. Home town as recorded in the Service Book & nearest Railway Station/Airport:	8. Nature of LTC (Home Town/All India):
9. Block Year:	10. Nature of Leave & period:
11. Date of onward journey planned: Date of return journey planned:	12. Mode of Journey:
13. Approx Fare for onward journey: Approx Fare for return journey: Total:	14. LTC Advance required or not required. If required mention the amount of advance:

15. Particulars of members of family in respect of whom the LTC is requested:

Sl. No.	Name of the employee/ family members	DoB/Age	Relationship with Employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Certified that:-

- The information as given above is true to the best of my knowledge and belief.
- I fully understand the rules & regulations of Govt of India in force for availing LTC and these are acceptable to me.
- I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members for the block yearto.....
- My husband/wife is not employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body.
- My husband/wife is employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body.....(Name of the Organization) and Leave Travel Concession has not been availed by him/her separately for himself/herself or for any of the family members for the

concerned block of years tofrom that organization. He/she will not prefer, any claim from his/her employer for the same block year.

- 6. I will produce the tickets for outward journey within 10 days of receipt of advance.
- 7. I will submit the original tickets/boarding pass (es) alongwith LTC adjustment claim within ONE MONTH in case of advance drawn and within THREE MONTHS in case of non-withdrawal of advance, from the date of completion of journey.
- 8. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I will refund the entire advance in lump sum.
- 9. The parents/brother (s)/sister (s) for whom the advance for LTC has been requested in this application is/are actually dependent upon me.
- 10. I have applied separately for Leave.....fromto...../ I have been sanctioned Leave..... fromto.....(enclose sanction letter)

Forwarded

**Signature of the Employee
Mob No.**

HoD/CoS/Head of Unit

For use by LTC Section

- 1. Particulars as given above by the employee verified.
- 2. LTC (Home Town/All India)..... for the Block Year..... during period from Tosanctioned/not sanctioned. In case not sanctioned, reason (s) is/are.....
- 3. Amount Rs..... sanctioned as an advance for LTC

Dealing Assistant SO AR DR Registrar

(FOR FINANCE OFFICE USE)

Major Budget Head	
Minor Budget Head	
Budgeted Amount	
Amount Spent	
Balance available including the bill	

Passed for Rs.....

(In words Rs.....)

Dealing Assistant SO AR DR Registrar

Paid in Cash/Cheque No.....Dated.....Rs.....

Asst/Cashier SO AR DR Registrar

