

dk; kzy; vkn'sk

fo'ofok|ky; dsf'k{k@f'k{k.kRrj depkfkj; ka dks Leave Travel Concession (L.T.C) dh  
l fo/kk Lohdr dh tk pph gA vr% bPNd f'k{k@f'k{k.kRrj depkjh ftudh  
fu; fer fu; qDr dks , d o'kz iwkz gks pph gk os bl grq vgl gA L.T.C. dh l fo/kk  
fuEu nks Cykdka ds vuq kj ns gkxh %

Cykd & o'kz 2010&11 & Home Town LFkkuh; "kgj½ ; k

o'kz 2012&13 & Hkkjr ds fdl h Hkh in'sk ea (Any where in India)

or'eku ea f'k{k@f'k{k.kRrj depkfkj; ka dks mDr Cykd ea mfYyf[kr o'kz 2010&11 ; k  
o'kz 2012&13 ea l s , d gh l fo/kk inRr dh tkuh l EHko gksxA

L.T.C. grq vkonu i = dk ik: lk fo'ofok|ky; os l kbV www.hnbggu.ac.in ij  
miyC/k gS tks Hkh f'k{k@f'k{k.kRrj depkjh vkonu djuk pkgrs gS og okANr i i =  
Hkj dj iz'kkl u vuHkx dks miyC/k dj k nA L.T.C. ; k=k grq vfxe /kujkf'k okANr  
i i = ij Hkj dj 90 fnuka ds vUnj j syos rFkk 30 fnuka ds vUrx' ok; q ku fVdV dh  
Nk; kifr o ; k=k fooj.k l fgr iLr' fd; s tkus ij gh Lohdr fd; k tkuk l EHko  
gksxA ; k=k ds lk'pkr vfxe dk l ek; kstu L.T.C fu; eka ds vuq kj fd; k tkuk  
l quf'pr gksxA

ftu depkfkj; ka }kjk vo'fud vodk'k@iz'kkl fud dk; bkgh@U; k; ky; ea  
okn py jgk gk muds idj.k ij iFkd l sfopkj djus ij gh L.T.C. dh l fo/kk  
ns gksxA Lohdr ikf'kr foHkxka ea dk; jr f'k{k@f'k{k.kRrj depkfkj; ka grq  
L.T.C dh l fo/kk vHkh inRr dh tkuh l EHko ugha gA ; g Hkh /; ku ea j [kk tkuk  
l quf'pr gksk fd fdl h Hkh foHkx@vuHkx@ifjlj ds f'k{k@f'k{k.kRrj  
depkfkj; ka ea l s , d l e; ea 40% l s vf/kd L.T.C. grq l fo/kk inRr dh tkuh  
l EHko ugha gksxh] rkfd fo'ofok|ky; dk "k{k@iz'kkl fud dk; l ckf/kr u gks  
l dA

Mko ¼, 10 jkor½

dy l fpo

georh ullnu cgqkk x<oky fo'ofok|ky; ] Jhuxj x<oky

l nHkz l @ % iz'kkl u@2011@338

fnuka % 14 vDVcj] 2011

ifrfyfi fuEufyf[kr ds l pukFkz i f'kr %

- 1- l eLr l adk; k/; {kka dks bl vk'k; ds l kFk i f'kr fd vi us v/khuLFk foHkxka dks  
bl vk'k; dh l puk l svoxr djkus dk d'V djaxA
- 2- ifjlj funs'kd] ikS/h@fVgjh@pkskl ifjljA
- 3- mi dy l fpo] iz'kkl u@ys[kk@ijh{k vkHkxA
- 4- futh l fpo] dyifr ekuuh; dyifr egkn; ds l knj l pukFkzA
- 5- futh l fpo forr vf/kdkjh@dy l fpoA
- 6- l eLr vuHkxh; vf/kdkjh@i HkkjhA
- 7- uksVI ckMA

Mko ¼, 10 jkor½



dy/ fpo

# Hemwati Nandan Bahuguna Garhwal University, Srinagar (Uttarakhand) – 246 174

(Central University)

Tel:- 01346-252143, 252167,252170 Fax- 01346-252174, 252247

Website:- www.hnbgu.ac.in

## 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 : \_\_\_\_\_  
(i) Home Town \_\_\_\_\_  
(ii) Anywhere in India \_\_\_\_\_  
Block Year \_\_\_\_\_
8. Particulars of LTC now proposed to avail : \_\_\_\_\_  
(i) Home Town \_\_\_\_\_  
(ii) Anywhere in India \_\_\_\_\_  
Block Year \_\_\_\_\_
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

S.No.	Name	Age	Relationship	Whether Dependant
1.				
2.				
3.				
4.				
5.				

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 form 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 form 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 form 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 kin 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 ₹ 3,500.00 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

**SIGNATURE OF THE FORWARDING OFFICER**



# Hemwati Nandan Bahuguna Garhwal University, Srinagar (Uttarakhand) – 246 174

(Central University)

Tel:- 01346-252143, 252167,252170 Fax- 01346-252174, 252247

Website:- www.hnbgu.ac.in

Bill NO.: \_\_\_\_\_

**LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK YEAR OF \_\_\_\_\_**

**TO \_\_\_\_\_ UNDER ANY PLACE IN INDIA/HOME TOWN SCHEME**

Note: - This bill should be prepared in duplicate. One for payment and the other as office copy

**PART –A**

(To be filled up by the University Employee)

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Pay: : \_\_\_\_\_
4. Headquarters: : \_\_\_\_\_
5. Nature and period of leave sanctioned : From \_\_\_\_\_ to \_\_\_\_\_
6. Particulars of members of family in respect of whom the LTC has been claimed

S.No.	Name (s)	Age	Relationship of the University Employee
1			
2			
3			
4			
5			
6			
7			

7. Details of journey (s) performed by the University employee and the members of his/her family.

Departure		Arrival		Distance in Kms.	Mode of travel and class of accommodation used	No. of Fares	Fare Paid		Remarks
Date and time	From	Date and time	To				Rs.	P.	

8. Amount of Advance, if any drawn ` .

9. Particulars of Journey(s) for which higher class of accommodation than the one to which the University Employee is entitled, was used. (Sanction No. and be given)

Place		Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fare Paid	
Form	To					Rs.	P.

10. Particulars of journey(s) performed by road between places connected by rail.

Name of Place		Class to which entitled	Rail Fare	
Form	To		Rs.	P.

Certified that the:-

1. Information, as given above is true to the best of my knowledge and belief and
2. That my husband/wife is not employed in Government Service/University or other autonomous bodies that my husband/wife is employed in Government Service or University or other Autonomous bodies and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block years of \_\_\_\_\_ to \_\_\_\_\_

**Date: -**  
HNBGU

LTC

**Signature of the University Employees**

Page - 7 - of 9

**PART – B**

1. The net entitlement on account of leave travel concession works out of Rs \_\_\_\_\_  
(Rupees \_\_\_\_\_) as detailed below:
- (a) Railway/Air/Bus/Steamer fare \_\_\_\_\_`  
Remitted unspent balance vide Rt No \_\_\_\_\_ dt \_\_\_\_\_`
  - (b) Less amount of advance, drawn vide voucher no \_\_\_\_\_`  
Dated \_\_\_\_\_`
  - Less Interest collected \_\_\_\_\_`
  - Net amount \_\_\_\_\_`

2. The expenditure is debatable to \_\_\_\_\_

Initial of Bill Clerk \_\_\_\_\_ Received Payment \_\_\_\_\_  
Signature \_\_\_\_\_  
Countersigned \_\_\_\_\_  
Signature of the Controlling Officer \_\_\_\_\_

Certified that necessary entries have been made in the Service Book of Thiru/Tmt./Selvi/Dr \_\_\_\_\_

Signature of the Officer  
Authorized to attest entries in the Service Book

Passed for Payment of Rs \_\_\_\_\_ Voucher No \_\_\_\_\_  
(Rupees) \_\_\_\_\_ Paid in cash/by cheque No \_\_\_\_\_  
\_\_\_\_\_ dt. \_\_\_\_\_ for ` \_\_\_\_\_  
\_\_\_\_\_

Dy./Asst. Registrar

Dy./Asst. Registrar



## **XVIII. TE RULES AT A GLANCE**

1. Admissible to all Government servants irrespective of the distance between headquarters and their home towns.
2. Admissible only to those who have completed one year of service on the date of journey.  
From 1-9-2008 onwards, fresh recruits along with their families are allowed to visit their home towns on three occasions and to any place in India on fourth occasion during a block of four years in the initial period of 8 years after joining the Government for the first time. The Government servants who have not completed 8 years of service as on 01-09-2008 are entitled for this concession as per their entitlement. There is no change in block year.
3. In the case of journey to home town, admissible once in a block of two years. This will be in lieu of one journey to home town. The current block is 2010-2013.
4. In the case of journey to any place in India, admissible once in a block of four years. This will be in lieu of one journey to home town. The current block is 2010-2013.
5. Admissible during regular/casual/special casual leave, study leave, maternity leave and during paternity leave. Not admissible during holidays alone.
6. Also admissible during leave preparatory to retirement, provided the return journey is completed before the expiry of the leave.
7. Concession is admissible to all journeys by rail/road/steamer.
8. In the case of an employee under suspension, admissible only to the family of the Government servant.
9. Concession is admissible for self and family.
10. All India Service Officers will be treated like Central Civil Service Group "A" Officers.
11. In the case of educationists with Central Government, the block commences from the date of their joining the Central Government.
12. The date of commencement of the outward journey decides the block to which the concession should be debited.
13. Concession not availed during a block may be availed within the grace time, i.e before end of the next year.
14. Family members may travel independently in any number of batches. The return of each group must be completed within six months from the commencement of that group's outward journey. This condition may be relaxed by the Head of the Department in special cases.
15. The Government servant should intimate in advance to his Controlling Officer of his intention to avail of the concession.
16. Under the concession to travel to "anywhere in India" the Government servant and /or member(s) of the family may travel either to the same place or different places of their choice.
17. Under the concession to visit "anywhere in India", the Government servant can visit his home town also.
18. In the same two-year block, some member(s) of family can avail home town concession while others "anywhere in India".
19. Reimbursement allowed by the entitled class or actually traveled class, whichever is less.
20. 90 per cent of the anticipated reimbursement amount may be granted as advance.
21. Serial numbers of tickets/bus tickets should be produced with the claims. This may be relaxed by the Controlling Officer.