



# Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh, Distt. Ajmer (Rajasthan)

## PROFORMA FOR GRANT OF L.T.C. ADVANCE

Type of LTC (please tick mark) : [    ] Home Town (LTC) | [    ] All India (LTC)

Block Year : ..... (4 Years Block ) .....(2 Years Block)

Grace Period (if applicable) .....

1.	Name of the Government Servant (in Full BLOCK letters)	
2.	Designation	
3.	Pay (as on date ..... )	Basic Pay ..... Pay Band ..... GP .....
4.	Single Air/Rail/Bus fare amount from Headquarter to Home Town/place of visit by shortest route?	

### Particulars of members of family in respect of whom LTC has been claimed:

S.No.	Name(s)	Age (in years)	Relationship with Govt. Servant

### Particulars of Journey

<i>(a) Particular of journey from headquarter to last station of journey (farthest station)</i>						
Departure		Arrival		Distance in KMs	Mode of Travel (Air/ Train/Road) & Class of Accommodation	Fare (in Rs.)
Date & Time	From (Station)	Date & Time	To (Station)			
Total Amount =						

<b>(b) Particular of journey from last station of journey (farthest station) to headquarter</b>						
Departure		Arrival		Distance in KMs	Mode of Travel (Air/ Train/Road) & Class of Accommodation	Fare (in Rs.)
Date & Time	From (Station)	Date & Time	To (Station)			
Total Amount =						

**Total Amount of journey to and fro : Rs. ....**

**Amount claimed for advance : Rs. ....**

I, .....(name of employee) understand and undertake that :-

1. In the event of cancellation of the journey or if I fail to produce photocopy/ies of the tickets for outward journey within **10 days** of the receipt of LTC advance, I shall refund the entire advance amount in one lumpsum with penal interest as per rules
2. The adjustment of advance shall be submitted within **one month** from the date of completion of the return journey, failing which, I shall refund / deposit the advance money with the penal interest as per rules;
3. I / my family members shall travel as per **my entitlement** from the Headquarter to one intended place / Home town ..... and back by the shortest route as per LTC rules;
4. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

Date: .....

(Signature of Applicant)

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**(For Office Use Only)**

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1. The above particulars has been verified from LTC Form No. 1
2. Advance Rs. .... may be sanctioned as per LTC guidelines

Dealing Hand (F&A)

Section Incharge (F&A)

Asst. / Dy. Registrar (F&A)

Finance Officer

(Hon'ble Vice Chancellor)

FORM: GAR-14-C (see LTC Rules)

Bill No .....



# Central University of Rajasthan

NH-8, Bandarsindri, Kishangarh, Distt. Ajmer (Rajasthan)

## L.T.C. BILL FOR CLAIM SETTLEMENT

**Type of LTC (please tick mark) :** [  ] Home Town (LTC) | [  ] All India (LTC)

Block Year : ..... (4 Years Block ) .....(2 Years Block)

Grace Period (if applicable) .....

### **PART-A (to be filled-up by employee)**

1. Name : .....
2. Designation and Department : .....
3. Pay (Basic Pay & GP) : .....
4. Declared destination : .....

Particulars of members of family in respect of whom LTC has claimed:

S.No.	Name(s)	Age (in years)	Relationship with Govt. Servant

### **Particulars of Journey**

#### **(a) Particular of journey from headquarter to last station of journey (farthest station)**

Departure		Arrival		Distance in KMs	Mode of travel (Air / Rail/ Road) & class of accommodation used	Fare Paid (in Rs.)
Date & Time	From (Station)	Date & Time	To (Station)			

#### **(b) Particular of journey from last station of journey (farthest station) to headquarter**

Departure		Arrival		Distance in KMs	Mode of travel (Air/ Rail/ Road) & class of accommodation used	Fare Paid (in Rs.)
Date & Time	From (Station)	Date & Time	To (Station)			

Amount Claimed: .....

Less amount of advance drawn (if any): .....

Total amount claimed/ to be deposited (+/-) : .....

Particulars of journey(s) for which higher class of accommodation than the Government servant is entitled, was used (Sanctioned No. and date to be given): .....

Place(s)	Mode of conveyance	Class to which entitled	Class by which actually travelled	Number of persons	Fare paid (in Rs.)

Particulars of journey(s) performed by Road between places connected by Rail:

Name of Places		Class to which Govt. Servant is entitled	Rail Fare
From	To		

**Certified that : –**

1. That my husband / wife is not employed in Government service / that my husband / wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years ..... to .....
2. That my husband/wife for whom LTC is claimed by me is employed in.....(name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his / her employer , and
3. That my wife / husband for whom LTC is claimed by me is not employed in any Public Sector under-Taking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.
4. The information as given above is true to the best of my knowledge and belief;

Date:.....

(Signature of Government servant)

**PART B [TO BE FILLED BY THE FINANCE & ACCOUNT SECTION]**

1. The net entitlement on account of Leave Travel Concession works out to

Rs.....

(Rupees ..... ) as detailed below

(a) Railway/Air/Bus/Steamer fare.....

Rs.

<b>Net Amount</b>	

(b) Less amount of advance drawn vide voucher / Ref. No.....dated.....

**Net Amount**

2. The expenditure is debitible to.....

(Bill Clerk)

(Drawing and Disbursing Officer)

**COUNTERSINGED**

(Controlling Officer/Finance Officer)

It is certified that the necessary entries of LTC have been made in the service book of Prof. / Dr. / Mr. / Ms. .... (name with designation) by ESTT branch.

LDC/Estt.

S.O./Estt

Joint Registrar (Estt.)