# राजस्थान केन्द्रीय विश्वविद्यालय
# Central University of Rajasthan

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

## PROFORMA FOR SELF-CERTIFICATION CUM APPLICATION FOR LTC

| | |
|---|---|
| **I.  Service particulars of the Employee** | |
| 1.  Full Name of the Employee (in capital letters) | |
| 2.  Designation | |
| 3.  Section/Department | |
| 4.  Date of Joining in the University | |
| 5.  Date of entering in Government/ABs service | |
| 6.  Basic Pay and Pay Level as on date | |
| 7.  Whether spouse is a Govt. employee (if yes, details) | |

**II.  Type of LTC** (*please tick*)

**[  ] Home Town LTC**        Block Year …………. … Grace Period (if applicable) ……………….…
to visit Home Town …………………………………………………………….. (with District/State as declared in service records)

**[  ] Home Town Conversion  LTC**  Block Year …………. … Grace Period (if applicable) …………….…
to visit ……………………………….(Any place in North East/Andaman & Nicobar Islands /Jammu & Kashmir/Ladakh)

**[  ] All India LTC**        Block Year: …………....…        Grace Period (if applicable) …………………..
to visit ……………………………….(Any place in India).

**[  ] For Fresh Recruits**     Calendar year : ……………..        Grace Period- not applicable.
…………. Nos of occasion already availed.  **[   ] H.T. [  ] H.T. Conversion  [   ] All India LTC**

Details of LTC availed previously
(Type of LTC…………………………………..Block Year/Calendar Year ……………………..

Leave plan for the LTC: Nos and kind of leave ………………… from ……………to ……………

Arrangement of classes and work during above proposed leave ……………………………………..

**III.  Details of Self and <u>dependent</u> family member (s) in respect of whom, LTC is proposed to be availed**

| Sl No | Name | DOB/Age | Relationship with the Government Servant |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

I, wish to confirm that I am availing  above proposed LTC in respect of myself/family member (s) as details mentioned above from …….………to………………... and vice-versa. It is stated that I or the family member (s) for whom I wish to avail LTC has/have not availed of the same and will not avail in future for present block. Proposed leave to avail LTC: It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

**IV.  Encashment of Earned Leave**

| | |
|---|---|
| No. of Earned Leave to be encashed with this LTC<br>*(maximum 10 days EL can be encashed)* | |

I will abide by all the LTC rules issued by GoI/University from time to time.

(Signature of Employee with date)                    Recommendation of Head/Dean

<u>**N.B.**</u> :

- The University employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on appropriate forum.
- The settlement of claim shall be submitted within 03 months from the date of completion of the return journey (if advance is not taken), failing which, the claim shall be forfeited.
- In case advance taken for this LTC, the claim shall be submitted within 01 month from the date of completion of the return journey, failing which liable to deposit the advance amount with penal interest as per rules.
- The outward journey for the proposed LTC is required to be started before the end of the block year/calendar year/grace period while availing the same.
- The LTC can only be availed during appropriate leave/vacation and cannot availed during weekends, closed holidays or restricted holiday only. Leave sanction order is mandatorily required to be attached with the LTC claim bill. Before leaving the HQrs for availing LTC, it may be ensured that appropriate leave has been sanctioned.
- Claim of LTC will be restricted as per travel/class of entitlement via shortest/direct route. Hence, the claimant is expected to check his/her entitlement before booking the ticket.

**(For Office Use Only)**

**Entitlement has been checked as per service records. Permission may be granted to the applicant to avail…………………………………….. LTC for the block/calendar year ………………… with grace period ……………………… (if applicable) from …………………………… to ……………………………………….. and vice-versa along with family member (s) as mentioned in the LTC form.**

**Permission may also be granted to avail …………… days Earned Leave encashment of Rs. ………………….. (BP+DA/30 X No of days to be encashed) along with this LTC.**

**Dealing Hand (Estt)**

**SO/AR**

**DR/JR**

**Registrar**

**Permission Granted/Not Granted**

**Vice Chancellor**