

(i) Prior Sanction no. Registrar office/HOD \_\_\_\_\_ dt \_\_\_\_\_  
(ii) Diary no. of A/C Br. \_\_\_\_\_ dt \_\_\_\_\_  
(iii) Bank A.C no. \_\_\_\_\_  
(iv) P.F No. \_\_\_\_\_

**PANJAB UNIVERSITY, CHANDIGARH  
ANNEXURE-A**

**PRIOR APPLICATION (PERMISSION) FORM FOR AVAILING LEAVE TRAVEL CONCESSION  
(ANY PLACE IN INDIA/HOME TOWN VISIT)**

**Note:** -This application should be filled up in properly and also got sanctioned from the Registrar/HOD/Director as the case may be before the commencement of journey (No post facto sanction is allowed under the LTC rule). The original application be submitted to the A.R. Accounts (T.A. Section) for prior information, one photocopy be submitted to D.R./A.R. Estt.(as the case may be) for keeping as record in the personal file of the applicant and one photocopy be kept as record for Deptt./Branch.

1. Name of the employee .....
2. Date of appointment of University regular service .....
3. Designation .....
4. Present Grade pay Rs.....
5. Department/Branch .....

6. Period during which LTC (Any place in India/Home town visit) is proposed to be availed of (in case of self, please indicate leave has been sanctioned)
  - (i) Casual/Earned leave/Autumn/winter break w.e.f.....to.....
  - (ii) Date of Journey w.e.f. .... to.....

**(Attach a copy of Leave duly sanctioned by the competent authority)**

7. When LTC( Any place in India/Home town visit) was availed of last Blockyear .....

8. Block for which LTC(Any place in India/Home town visit) is to be availed:- .....

9. Details of LTC to be availed of :-
  - i) Whether for visiting home town Name of Home town.....

**(As recorded in the service book)**

- ii) Whether for visiting any place in India: Name of one intended place .....
10. Particulars in respect of whom LTC (Any place in India/Home town visit) is proposed to be availed :-

Sr. No.	Name(s)	Age	Relationship	Occupation

11. Whether wife/husband is employee/pensioner and is in receipt of LTC Assistance. Yes  No

- (i) (If yes, a certificate from his/her Employer be attached). Name of Deptt/Instt.....
  - (i) Certificate of not availing LTC(Any place in India/Home town visit)/not received LTC assistance for the same block year be issued from his/her employer.

Vide order no.....dt.....

- ii) If wife/husband working in P.U. (ii) Certificate as above be added from HOD/AR D.R vide order no.....dt.....

12. Income of Dependent i.e. son/daughter etc. From all source Rs.....

13. Mode of journey and single fare as per entitlement: By Air(AirIndia)/Rail/ PublicBus Rs.....
14. Advance, if required Rs.....

**(Attach an estimated fare duly countersigned by the HOD/Br.)**

Signature of applicant

**CERTIFIED THAT :-**

- (a) The L.T.C.(Any place in India/Home town visit) for the Block year \_\_\_\_\_ being claimed above was not availed previously.
- (b) The members of family for whom L.T.C. (Any place in India/ home town visit) is being claimed are fully dependent upon me.
- (c) The particulars furnished in this application, are true and correct to the best of my knowledge. I undertake to submit the photocopy/ies of the tickets for outward journey to the Accounts Branch (T.A. Section) within **10days** from the date of drawn of the advance.
- (d) In the event of cancellation of the journey or if, I fail to submit the photocopy/ies of the tickets for outward journey within **10 days** from the date of receipt of advance. I undertake to refund the entire advance in lump sum with penal interest as per rule.
- (e) The adjustment of advance shall be submitted within **one month** from the date of completion of return journey, failing which, I shall refund /deposit the advance money with the penal interest as per rules.
- (f) I/my family members shall be travelled as per **my entitlement class Rail, Air (Air India),& Public bus only** from headquarter to one intended place/Home town.....and back by shortest direct route as per LTC rule.

Encl : **Service Book**

Dated: - \_\_\_\_\_

Place: - \_\_\_\_\_

Signature of applicant

**(Please see rules/instructions Annexure - R)-**

**Certificate and sanction of controlling officer :-**

- (a) That Sh./Smt./Dr. \_\_\_\_\_ Designation\_\_\_\_\_ andhis/her family members are sanctioned Air(Air India)/Rail/ Public Bus fare only as per his/her entitlement class for visit LTC (Any place in India/Home town visit) from Place of Work to \_\_\_\_\_**one intended place/home town and back only as per LTC rules.**
- (b) Casual leave/earned leave/autumn/winter break w.e.f.\_\_\_\_\_ to\_\_\_\_\_ and date of journey w.e.f.\_\_\_\_\_ to\_\_\_\_\_ sanctioned.
- (c) That the particulars provide in this form furnished by Sh./Smt./Dr.\_\_\_\_\_ Designation\_\_\_\_\_ are true/correct and verified as per office record and LTC rule.
- (d) That the photocopy of the application has been forwarded to the D.R./A.R. Estt. For keeping in personal file as record well before the commencement of the journey vide Deptt/office dispatch no. \_\_\_\_\_ dt.\_\_\_\_\_,under the LTC rule.

Sanctioned

Registrar/HOD  
(Controlling officer)  
Office Stamp

**For use of Accounts Branch (T.A. Section)**

- (i) Necessary prior permission of the competent authority/controlling officer has been obtained by the applicant.
- (ii) Amount entitled for reimbursement Rs. \_\_\_\_\_. (**Approximately & whichever is less.**)
- (iii) Advance of Rs. \_\_\_\_\_. (Rupees.....)  
90% as requested at Sr. No. 14 pre page and Sr. No. (ii) above **whichever is less** to enable reservation of Air(air India)/Rail/ Public Bus etc. may be sanctioned by the **Registrar** out of the budget head LTC (Any place in India /Home town visit) Code No. \_\_\_\_\_ for the financial year \_\_\_\_\_where the budget provision exists.

Submitted please.

FDO/DRA/ARA

Dealing O.S.(T.A. Section)

DealingSr.Assistant(T.A.)

Dealing Clerk (T.A)

**Sanctioned**

**Registrar**

Remarks: