

PANJAB UNIVERSITY, CHANDIGARH

ANNEXURE-B

(i) Dispatch no. of Deptt/Br. _____ dt _____

(ii) Dairy No. of A/c Br. _____ dt _____

(iii)Sanction no. (**Registrar office**) _____ dt _____

(iv) Bank A/C no. _____

(v) P.F. No. _____

Application form-cum-bill for grant of encashment of 10 days earned leave along with leave travel concession.

Note:- This form should be filled in properly before the commencement of the journey. The original application be submitted to the A.R Accounts(Salary) through DR Estt/AR Estt/HOD as the case may be for sanction from the Registrar, one photocopy be kept as record for Department/ Branch. No Post facto sanction is allowed under the rule.

1. Name of the employee _____
2. Date of Appointment of university regular service _____
3. Designation _____
4. Present Basic Pay & Grade Pay _____
5. Department/Branch _____
6. Period and nature of Leave during which LTC is Proposed to be availed
(i) Casual leave w.e.f _____ to _____
(ii) Earned leave w.e.f _____ to _____
(iii) Autumn/Winter/Summer break w.e.f _____ to _____
(iv) Date of journey (both ways) _____
7. Last LTC availed Block year _____
8. Block Year for which LTC is applied _____
9. Name of place to be visited. _____
10. Whether Wife/ husband university employee. Name of Deptt/Branch _____
11. Whether you have claimed T.A for LTC Yes No
12. Whether you have claimed T.A advance for LTC Yes No

**Encl: (i) Copy of Office order(in case spouse has claimed LTC T.A from his/her employer)
(ii) Copy of Leave Application duly sanctioned by the HOD/Registrar.**

Countersigned

**H.O.D./A.R./D.R.
Office Stamp**

Signature of Applicant

For Office Use

(A) (Department or Estt. Branch Admn. Block as the case may be)

- (i) Certified as per service book record of Dr/Sh/Smt.. _____
Designation _____ at page _____ earned leave balance available for _____ days.
- (ii) Earned leave w.e.f. _____ to _____, sanctioned & debited, if applied.
- (iii) After debiting **10 days earned leave encashment for LTC**, balance available for _____ days.
- (iv) Certified that the above earned leave has been checked & verified and same is recommended and forwarded to **A.R Accounts, (Salary)** for further necessary action under the rule. **Service Book is enclosed for office as well as audit verification.**

AR/DR Estt./HOD
Office Stamp

A.R (Salary)

Contd..2..

(B) (Use of Salary section, Accounts Branch)

Verified:

- (i) As per record of ECR the Basic Pay + GP+DA etc is Rs_____of Dr/Sh/Smt. _____ designation_____.
- (ii) A sum of Rs. _____ may be sanctioned on account of 10 days earned leave encashment for availing LTC by the Registrar (sanctioning authority) which has been entered at page _____ ECR_____.
- (iii) **The application-cum- bill has been received by the office (salary section)on_____ i.e before the commencement of the journey of the applicant under the rule.**

Submitted, please.

F.D.O., Dealing A.R.A. Dealing O.S.(Salary) Dealing official(salary)

Sanctioned

Registrar

(C) (Use of T.A. Section, Accounts Branch)

- (i) Certified that necessary entry has been made in the service book of Dr/Smt./Sh_____ Designation_____ at page_____.
- (ii) The expenditure is debitabale out of Budget Head_____ (Code No.)_____.
- (iii) Pay Rs.(in figures)_____ Rs.(in words)_____

Audit/ O.S.(T.A.) Dealing Sr. Asstt. (T.A) Dealing Official(T.A)

(For Audit Use)

Seen (i) Office order of Leave Sanction (ii) Budget Register/ Grant Register/ Service book

Pay Order

AUDIT DEPARTMENT	
Pre-audited & Passed for Rs.(In figure).....	
Rupees.....	
.....	
Auditor	Resident Audit Officer Panjab University

Pay order verified
 Clerk/Sr. Asstt.(T.A.) Cheque No.....dt.....
 Voucher No.....

F.D.O./A.R.A./O.S.A.

Remarks :