



राष्ट्रीय प्रौद्योगिकी संस्थान, दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI

sector A-7, Institutional Area, IAMR Campus, Narela, Delhi-110040, India
Email: director@nitdelhi.ac.in, Website: nitdelhi.ac.in

APPLICATION FOR LEAVE TRAVEL CONCESSION

1.	Name of the Employee with Employee Code							
2.	Designation and Department							
3.	Date of entering the Central Government Service/Date of Joining with NIT Delhi							
4.	Band Pay + AGP/GP							
6.	Leave required	Nature : _____ From _____ To _____ Prefix _____ & Suffix _____						
7.	Whether spouse is employed, if yes whether entitled to LTC	Yes / No						
8.	Proposed dates of Journey	Outward: _____ Inward: _____ Self Family						
9.	Home Town as recorded in the Service Book							
10.	Nature of LTC to be availed, Home Town/Anywhere in India With Block Year							
11.	If, anywhere in India, the place to be visited							
12.	Estimated fare of entitled class from the headquarter to Home Town/Place of visit by shortest route (proof need to be attached).							
13.	Person(s) in respect of whom LTC is proposed to be availed.							
	S No.	Name	Age	Relationship	Travelling (Place)			Mode of Travel
					From	To	Back (Yes/No)	
	i.							
	ii.							
	iii.							
	iv.							
	v.							
14.	Advance Required	Yes / No						
15.	Encashment of earned leave required.	Yes/No _____ days						

I undertake (a) to produce the tickets for the journey within ten days of receipt of the advance (b) to refund the entire advance in lump sum, in the event of cancellation of the journey within two months from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance (c) to travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute (d) to refund the excess advance drawn, if any, within 7 working days of completion of the journey (e) to submit necessary bills, money receipts and other documents** as required under the Rules and Regulations of the Institute within one month (where advance is drawn) / three months (where no advance is drawn), from the date of completion of the journey.

I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

Certified that:-

1. The information, as given above is true to the best of my knowledge and belief; and
2. My spouse is not employed in Government service / my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for the _____ block year.

Signature of the Applicant with date

Forwarded please.

Head/Coordinator/Section Incharge

* Designated Travel Agent

** Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling LTC claim.

FOR USE OF ESTABLISHMENT SECTION

Fresh Recruit i.e. joining Govt. Service after 1.09.2008 /otherwise, Date of joining: _____ Block year: _____

Sl. No.	Particulars	Last availed	Current LTC
01	Nature of LTC (Home Town/Anywhere in India-place visited/ to be visited)		
02	Period (from _____ to_____)		
03	LTC for Self/Family		
04	Earned leave encashment (No. of Days)		
05	Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible =		
06	Period and nature of leave applied for and need to be sanctioned		

May consider and approve the above LTC (Home Town/Anywhere in India), Leave and Encashment of Leave.

Dealing Assistant

Assistant Registrar

Deputy Registrar

For use by the Audit Section

Comments/Observations:

Consultant (E&P)

Assistant Registrar/Deputy Registrar

For use by the Accounts Section

From	To	Mode of Travel	No. of fares	Single fare	Amount

Total Rs. _____

Advance admissible (90% of above) = Rs. _____ Passed for Rs. _____

(in words); Rupees _____

Debitable to LTC advance Dr./Mr./Mrs./Ms. _____

Dealing Assistant

Assistant Registrar

Deputy Registrar

Recommended & Forwarded

Approved/Not Approved

Deputy Registrar

Director