



TEZPUR UNIVERSITY

APPLICATION FOR LEAVE TRAVEL CONCESSION

(To be submitted first to the Finance Section for fund availability certificate)

1. (a) Name of the employee :
 (b) Designation :
 (c) Department/School/Section :
 (d) Date of joining the University :
 (e) Present basic pay :

2. Leave Travel Concession required for :
 (a) Block Year :
 (b) Home Town / Any Place of India :
 (c) Self / Family / Self & Family :

3. (a) Place of visit (Destination) :
 (b) Railway Station nearest to the place of visit :

4. Is your spouse employed : Yes / No
 If yes,
 (a) Name of employer :
 (b) Is your spouse claiming LTC from his / her employer (a certificate from the employer of the spouse is required) :

5. (a) Period of journey : From To
 (b) Leave sanctioned : From To
 (c) Kind of leave sanctioned. : Earned Leave / Casual Leave / Vacation

6. (a) Whether advance against LTC is required : Yes / No
 (b) If yes, state amount of advance :

7. Details of the family members proposed to avail the LTC :
 including the employee and estimate of fare

Sl. No	Name	Age	Relationship	Occupation	Fare (single trip)

I hereby declare that the particulars furnished above are true and correct.

I also undertake to abide by the LTC rules of the Govt. of India/ University.

Date :

Signature of the applicant

Forwarded and recommended

Head of the Section / Head of the Department / Registrar / Dean