



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)

REQUEST FOR LEAVE TRAVEL CONCESSION AND ADVANCE

1. Name of the Applicant: _____ Designation: _____.
2. Department: _____ GradePay: _____.
3. Encashment of earned leave requested for _____ days. (If any)
4. a) Block year for LTC _____ b) Hometown/Declared destination of travel: _____
c) Nearest Railway Station / Airport w.r.t.above: _____
5. Details for whom the LTC is requested:

S.No.	Name	Age	Relationship with employee
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6. LTC Advance: Requested/ notrequested.
7. (i) Date of onward journey planned: _____ Estimate: Rs _____
(ii) Date of return journey planned: _____ Estimate: Rs _____
(proof of estimate from IRCTC website to be attached) Total: Rs _____
8. **I undertake:**
 - a) To furnish the adjustment bill within one month from the date of completion of return journey.
 - b) To produce air tickets with boarding pass/railway tickets /bus cash receipts (public transport only) for both the onward as well as return journeys.
9. (i) Name of wife / husband _____
(ii) Details of employment if any, In case she/he is availing similar concession from her /his employer.
_____.
10. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members for the block year 20____ and_____.
11. Nature of leave _____ from _____ to _____ and _____no. of days_____ with permission to avail prefix _____ and suffix _____.

Note: Separate Leave Application has to accompany with LTC request.

Date: _____

Signature of the Applicant

(Endorsement by HoD / Dean of Faculty)

Recommended/Not recommended (PI select the right choice and strike out the other)

Head of Department/ Faculty/ Section

Date _____

Note: Please cross whichever is not applicable.

(For the use in the Establishment Section)

1. (i) Nature of leave : _____.
(ii) No. of days at credit : _____.(Balance after this leave : _____)
2. LTC as stated above may be sanctioned and the advance of money for journey to HOME TOWN/
DECLARED DESTINATION and Encashment of EL for _____days, as admissible under the
normal rules may also be sanctioned.
3. Shri/Smt/Kum(Name)_____ has rendered continuous service for
one year or more on the date of commencing outward journey;
4. LTC for self and/ family as detailed above for the BLOCK YEAR_____is admissible.

DA/ SO

AR/DR

Registrar

Submitted for approval by the Competent Authority:

Approved / Not Approved

Vice-Chancellor

Sanctioned Order issued by Establishment to the Finance Section for release of LTC Advance. A copy of the Sanction Order alongwith a copy of the Advance Request application will be sent to the Finance Section for further action.