



Shaheed Rajguru College of Applied Sciences for Women

शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेज फॉर वुमेन

University of Delhi

दिल्ली विश्वविद्यालय

Vasundhara Enclave, Delhi – 110096

वसुंधरा एन्क्लेव, दिल्ली - 110096

LTC/HTC CONCESSION FORM

1. Name of the applicant – _____
2. Date of appointment – _____
3. Designation – _____
4. Department – _____
5. Nature and period of leave sanctioned – _____
6. Details of family for which the concession is proposed to be claimed –

S.No.	Name of family members	Age	Relationship with employee

7. Place visited/ home town and the nearest railway station –
8. Distance in Kms from Delhi to home town/ place visited (Delhi to nearest home town railway station and from railway station to home town) –
9. Route journey – _____

Date –

Signature of the Applicant

Statement of tickets purchased/ reservation etc.

1. Name of the employee –
2. Block year –
3. Place visited –
4. Address of the railway station/ booking agency/ website from where tickets purchased –
5. Date of purchase of tickets/ reservation –
6. Outward journey/ return journey –



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7. Total amount paid –

8. Particulars of the tickets purchased –

S.No.	Name of family members	Age	Relationship with employee

Certified that the above members travelled with me to visit _____ in the class for which the above claim has been made.

Signature –

Name –

Department –

Date –



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CERTIFICATE BY THE COLLEGE EMPLOYEE ENTITLED TO THE CONCESSION

Certified that

1. I have not submitted any other claims so far for Leave Travel Concession / Home Travel Concession in respect of myself and/ or my family members in respect of the block of two years _____ and _____
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/ my wife/my husband and children. The claim is in respect of the journey performed by me/ my wife/my husband and children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/ my wife/ my husband with children to the declared home town/ place visited _____ the nearest railway station being _____
4. My husband/ wife is not employed in University/ Government Service/ or any other organization where the similar travel concession is allowed. My husband/ wife is employed (Delete which is not applicable)
5. The claim is made for journey by the shortest route.
6. The mail/ express fares are claimed for journey actually performed by mail/ express trains.

Signature of the employee

Date –

Designation – _____

CERTIFICATES BY THE CONTROLLING OFFICER

1. Certified that Mr./Mrs./Ms. _____ has rendered continuous service of one year or more on the date of commencing the outward journey.
2. Necessary entries as required under para of the Ministry of Home Affairs O.N. M. 43/1/55 Esta (A) Part II dt. 11.10.65 have been made in the service book/ personal file of Mr./Mrs/Ms. _____
3. He/ She was allowed to avail of _____ days/ months _____ leave.

Dealing Assistant

Administrative Officer (offg)



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TO BE FILLED BY ACCOUNTS SECTION

1. The net entitlement on account of LTC/HTC works out to Rs. _____ as detailed below –
- a) Railway/ Air/ Bus/ Steamer fare _____
- b) Amount of advance drawn vide voucher No _____
- c) Dated _____
- d) Net Amount _____

Dealing Assistant

Accounts Officer (offg)

Bursar

Principal

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....



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Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders' << 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.



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From pre-page:

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10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
 - Within three months of completion of return journey, if no advance is drawn;
 - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

“Have a pleasant journey and a happy holiday”