TRIPURA UNIVERSITY (A Central University) Suryamaninagar-799022

Form-A

		•••••	Sub-Bill No			
	APPLICATION	FOR LTC/HT	C ADVANCE			
For the Blo	ck of Years	Тс)			
	[To be fil	led by the Emp	loyee]			
1.Name		2. Designation				
3.Pay Leve	14	4. Present Basic	e Pay			
5. Nature a	nd period of leave sanctioned:					
Nature of leave						
6. Date of p	orevious LTC/HTC availed					
7. Particula	ars of members of family in respec	ct of whom the	Leave Travel Concession has been			
claimed:						
Sl No.	Name(s)	Age	Relation with the Employee			
8. Estimate	d admissible amount for journey t	to be performed	by the employee and the members of			

his/her family:

Departure Date	Arrival Date	Distance in km	Mode of travel (as per entitlement)	Class of Accommodation	No. of fares	Fares (approx.) Remarks		
						Rs.	P.	

9.	Total admissible amount as per LTC rules: Rs
10.	The amount of Advance claimed: Rs
11.	The current LTC/HTC approval letter no
Cert	ified that-
a. Tl	ne information as given above is true to the best of my knowledge and belief;
b. Tl	nat my husband/wife is not employed in Government service/that my husband/wife is employed in
G	overnment service & the concession has not been availed of by him/her separately for himself/
he	erself or any of the family members for the concerned block of yearsto
c. Tl	nat my husband/wife for whom LTC is claimed by me is employed in
	(name of the Public Sector undertaking/Corporation/Autonomou
Ι	Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and wil
r	not prefer, any claim in his/her behalf to his/her employer; and
d. T	hat my wife/husband for whom LTC is claimed by me is not employed in any Public Secto
ι	undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Governmen
C	or a Local Body, which provides LTC facilities to its employees and their families.
Date	·
	Signature of the Employee

Encls: The copy of LTC/HTC approval letter.