



त्रिपुरा विश्वविद्यालय/Tripura University  
(केन्द्रीय विश्वविद्यालय/ A Central University)  
सूर्यमणिनगर, त्रिपुरा/ Suryamaninagar, Tripura

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एताईसी/एचटीसी अनुमोदन हेतु आवेदन-प्रपत्र, खंड-वर्ष.....  
APPLICATION FORM FOR GRANT OF LTC/HTC FOR THE BLOCK YEAR.....

1.	आवेदक का नाम Name of employee	:	
2.	कार्मिक-कोड Employee Code	:	
3.	पदनाम Designation	:	
4.	सेवा में प्रवेश की तिथि Date of Entry in the Service	:	
5.	त्रिपुरा विश्वविद्यालय में कार्याभार ग्रहण करने की तिथि Date of joining in Tripura University	:	
6.	जन्म-तिथि Date of Birth	:	
7.	वेतनमान Pay Level	:	
8.	मूल-वेतन Basic Pay	:	
9.	एताईसी/एचटीसी उपभोग हेतु खंड-वर्ष Block year for LTC/HTC to be availed	:	
10.	वया एताईसी/एचटीसी अरियल-भारतीय है अथवा गृह-नगर का Whether LTC/HTC for All India or Home Town	:	
11.	वया पत्नी/पति सेवारत हैं और यदि हैं; तो वया एल टी ई/एच टी ई के पात्र हैं? यदि हैं तो संवंधित ती ती ओ का प्रमाण पत्र, जिसमें यह स्पष्ट उल्लेख हो; जिस उन्होंने अपने एताईसी/एचटीसी के दावे का परित्याग किया है। Whether wife/husband is employed and if so; whether Entitled to LTC/HTC? If yes, certificate of concerned DDO stating that he/she has forgone his/her claim of LTC/HTC is to be furnished.	:	
12.	यदि अरियल-भारतीय है; तो उस स्थान का नाम; जहां जाना चाहते हैं Name of the place to be visited, if All India	:	
13.	सेवा-पुरितका में दर्ज गृह-नगर, यदि गृह-नगर जाना चाहते हैं Home town as per records in service book, if home town visit	:	
14.	मुख्यालय से लापुतम-मार्ग से दोनों तरफ का छवाई/रेल/बस किराया Both ways Air/Train/Bus fare from the headquarter by shortest route	:	
15.	वया आपको अग्रिम यात्रि की आवश्यकता है? यदि हैं; तो कितनी?(राशि रु.में) Whether advance required? If yes, how much?(amount in Rs.)	:	हैं/Yes / नहीं/ No
16.	यात्रा-तिथि Date of journey	:	
17.	पिछली एताईसी/एचटीसी उपभोग की तिथि, खंड-वर्ष सहित Date of last LTC/HTC availed with block year	:	

मैं परिपत्र सं.-फा. नियिति/रजि./आ.-प्रशा./रशा./01/2022, दिनांक 01/12/2025 के आधोक में अपना एताईसी/एचटीसी आवेदन प्रस्तुत कर रहा हूँ।  
I am herewith, submitting the application for LTC/HTC following the circular No.F.TU/REG/G.Admin/ Estt./01/2022 dated 01/12/2025.

दिनांक/ Date:

स्थान/Place:

(आवेदक के पूर्ण हस्ताक्षर/Full signature of applicant)



No. F. TU/REG/G.Admin/Estt./01/2022

Date: 01.12.2025

### Circular

**In continuation of the earlier notification of even No, dated 21.05.2024 regarding LTC/HTC rules for University Employees:**

1. The regular employees are eligible for LTC/HTC on completion of the one year continuous service on the date of LTC Journey
2. Employees must first obtain approval order for LTC/HTC, accompanied by the appropriate forwarding letter and the LTC/HTC application format, which is available on the University website, ensuring the eligibility in the block year.
3. Employee concerned must mention the actual travel details schedule as his/ her destination in the application prior LTC/HTC journey.
4. On completion of one year of continuous service up to the date of LTC journey, Fresh recruits to the Central Government are eligible to travel on eight occasions on calendar year basis under LTC rules, as under:
  - First three occasions to Home Town
  - Fourth occasion to All India
  - Fifth, Sixth and Seventh occasions to Home Town and Eighth occasion to All India.

This facility shall be available to the fresh recruited employees only (from 1<sup>st</sup> September 2008) for the initial eight years applicable after joining the Government for the first time.

5. Block of 4 years & sub block of 2 years a gets extended by a grace of one year (up to 31<sup>st</sup> of December of next calendar year). Before applying for extension, First of all concerned employee must obtain LTC/HTC order in the each block year/ sub block year in order to apply for extension period.
6. The employee, whose headquarters/ place of posting and Home town are the same, not eligible for Home town LTC. However, the employee is eligible LTC for “Anywhere in India”.
7. If the spouse of the employee is in employment, LTC/HTC surrender certificate from his/her employer to be submitted in each block year. The employee shall submit dependent family members' details at the beginning of each block year.
8. Son/daughter of the employee, who is above 25 years of age but still unmarried and wholly dependent on the employee, is eligible for LTC claim.
9. Travel on LTC is admissible during any kind of leave including casual leave, study leave, maternity leave/ paternity leave but not admissible during Holidays alone.
10. The declared place of visit can be changed before the commencement of the journey, with the approval of Controlling Authority. It cannot be changed after the commencement of the journey.
11. Relaxation of normal time limit of six months (from the date LTC/ HTC Order issued by the Authority) between commencement and completion of the journey by the family of a Government servant for entitlement to Leave Travel Concession. Power of relaxation of time limit for the return journey of families of Government servants shall be exercised by Heads of Department thus every employee are being requested to in such case take prior permission from the competent Authority.



### Mode of Journey & entitlement:

12. The journey shall be performed by the shortest route. No break journey is allowed. Air-Break-journey refers to staying at the place other than the place of destination except for the purpose of taking the connecting flight or for halt/lay-over of the direct flight and justification shall be given for break journey. Prior approval from the authority is required in case of stay during journey, if necessary.
13. As per LTC rules, an employee is required to travel by vehicles operated by Central/State Government or by any govt. corporation in the public sector owned/controlled by Central/State Government. Private vehicles (Auto, Car, Bus etc) Ship/Vessels/Ferry are also not entitled. Use of own/hired taxi for LTC journey on account of disability of the Employee or dependent family member is allowed with following conditions;-
  - a) Medical Certificate from competent authority.
  - b) Undertaking from Government employee that journey by authorized mode of vehicles is not feasible and he actually travelled by own car/hired taxi.
  - c) such claim should not be more than journey performed by the entitled class/air by the shortest route.
14. The employee under the category of non-entitlement of Air travel must take Air travel permission at the time of application for LTC/HTC, if it is necessary with justification. However, if journey is performed by the higher-class, reimbursement shall be restricted to entitled class only. In case, the journey is performed by the lower-class, reimbursement shall be allowed as per actual. Special relaxation for travel by Air has been given for journey to visit Jammu & Kashmir, North-Eastern Region, Ladakh and Andaman & Nicobar. Point to point.
15. The Group-A employees are required to book air tickets at the cheapest price or at the fare 10% higher than the cheapest price available in the intended slot of 3 hours each & Air ticket must be booked from any of the three authorized travel agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
16. Employees may book Flight tickets at least 21 days prior to the intended date of travel on LTC. Employees are also requested to avoid unnecessary cancellation of Tickets.
17. Apart from Rajdhani, Shatabdi & Duronto trains, travel by Tejas Express, Vande Bharat Express and Humsafar Express trains under LTC is allowed, as per entitlement

Sl.No	Pay Level (7 <sup>th</sup> CPC)	Travel Entitlement
1.	12 & Above	Executive/AC First class(in case of premium/ premium Tatkal/ Subidha/ Shatabdi/ Rajdhani Trains as per available highest class)
2.	6 to 11	AC 2 <sup>nd</sup> Class/ Chair Car (in Shatabdi trains)
3.	5 & below	AC 3 <sup>rd</sup> Class/Chair car

### Advance for LTC & other Conditions:

18. Employees are required to take necessary permission for advance at least 30 days prior to intended date of journey, if a part or whole travel by air. In case of journey by rail advance can be drawn 65 days before the intended date of the outward journey.
19. Advance for LTC tickets will be granted only after receiving LTC approval order and submission of ticket bookings and travel itinerary. **Application has to be submitted in the prescribed Format-A to the Finance Branch.**



20. The amount of LTC advance shall be limited to 90% of the estimated admissible amount as entitlement, which the University would have to reimburse in request of the cost of journey both ways and to avoid the scope of refund of advance.
21. In all cases, the employee should produce Air/Railway or Bus ticket within 10 days of the withdrawal of the advance to the Pay Bill Section, Finance Branch of the University.
22. The time-limit for submission of the adjustment of advance **and reimbursement claims in the prescribed Format-B to the Establishment Section, Registrar Branch along with copy of advance taken.**
23. In case of (i) advance drawn i.e, LTC advance, if the adjustment of advance is not submitted within 30 days of the return journey, the amount of advance shall be recovered with penal charge of interest of 2% above the normal interest on GPF for the period from the date of drawal the advance to the date of recovery of advance.  
(ii) In case no LTC Advance is drawn, the employee shall be allowed to submit the claim within 90 days of the return Journey.
24. In case of failure to submit the claim in both the cases within the prescribed timelines, the claim shall stand forfeited. The advance drawn shall be recovered from salary in one lumpsum immediately on expiry of time limit.
25. Employees are entitled for maximum of 10 days E.L as leave encashment only in a particular Block/ Sub- Block year.
26. Incidental expenses and expenditure incurred on local journeys are not allowed under LTC.
27. Misuse of LTC/HTC Rules and Office Order or any discrepancy related to LTC/HTC may be taken as seriously for violation of govt. rules.

This may be treated as general guidelines for LTC, which is not exhaustive in nature. Concerned employee may consult (a) Establishment Section, Registrar Branch for any further query on general issues of LTC and (b) Pay Bill Section, Finance Branch for LTC Advance issues.

LTC Rules are subject to amend as per direction of GOI/DoPT.

This is issued with the approval of the authority, Tripura University.

*Dr. Deepak Sharma  
11/12/25  
Registrar*

Copy for information to:-

1. The Finance Officer, Tripura University.
2. All Faculty Members/ All Officers, Tripura University.
3. All Non- Teaching employees, Tripura University.
4. PS to Vice-Chancellor, Tripura University
5. University Website.