

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

*An Institute of National Importance*

(Autonomous Institution under MOE, Govt. of India &

Department of Information Technology & Electronics, Govt. of West Bengal)

## All India LTC/Hometown LTC

**Block Year: 2022-2023 / 2024-2025 / 2022-2025**

### **Request for Advance of Travel Cost under L.T.C. Rules**

Name	:		
Employee Code	:	Designation	:
Department	:	Basic Pay Rs.	:
Date of entering in the Service	:	Hometown as recorded in the Service Book	:
Place of Visit	:	Period of Leave	:
Date of commencement (Outward) of journey	:	Proposed date of return (Inward) journey	:
Nearest Railway Station / Airport (as applicable)	:	Proposed mode of journey: By Rail/Ship/Air/Bus or any other	:
Class of accommodation entitled to Air/Rail/Ship/Bus or any other	:	Single Air/ Rail fare/bus fare from the headquarters to hometown/place of visit by shortest route	:

Whether wife/husband is employed and if so whether entitled to LTC :

Whether the concession is to be availed for visiting Hometown/  
Anywhere in India, and if so, block for which LTC is to be availed

Persons in respect of whom LTC is proposed to be availed :

[illegible]

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum or Institute shall recover the advance in full of my salary in case of failure to fulfil the requirement as circulated by the Institute from time to time.

\_\_\_\_\_  
**Signature of the employee**

FOR USE IN THE ESTABLISHMENT SECTION

The proposed journey is admissible and falls under 2 years LTC (Hometown) /4 years LTC (All India) within the block from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
**Junior Assistant**

\_\_\_\_\_  
**Assistant Registrar  
(Administration)**

FOR USE IN THE ACCOUNTS SECTION

Date: \_\_\_\_\_ .

Certified that no previous advance is pending against the employee. Advance of Travel cost of Rs.

\_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) under Leave Travel Concession Rules  
may be sanctioned.

\_\_\_\_\_  
**Junior Assistant**

\_\_\_\_\_  
**Assistant Registrar  
(Finance)**

\_\_\_\_\_  
**Registrar**

**SANCTIONED**

**REGISTRAR / DIRECTOR**

to be submitted in duplicate



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*An Institute of National Importance*

(Autonomous Institution under MOE, Govt. of India &

Department of Information Technology & Electronics, Govt. of West Bengal)

**All India LTC/Hometown LTC**

**Block Year: 2022-2023 / 2024-2025 / 2022-2025**

**Declaration of the employee while permission for LTC Advance**

Name : Employee Code :

Designation : Department :

I declare the following:

1. I undertake that I shall travel along with members of family \_\_\_\_ adults and \_\_\_\_ minors by the entitled class in Air / Rail or by the entitled class by Chartered buses on tour conducted by ITDC/State Tourism Development Corporations or Local Bodies would be permissible only if the tour is wholly conducted and operated by the above bodies in busses owned by them and registered with the Regional Transport Authorities in the name of ITDC/ State Tourism Development Corporations or Local Bodies etc. for both by onward and return journeys under the LTC Rules applied for.
2. I undertake to refund the entire amount of advance if drawn, in institute bank account to the Institute in case the journey is not performed within sixty days from the date of drawl of advance. If I fail to do so, the Institute will be at liberty to stop my salary from the next month and recover the amount of advance from my salary in full.
3. I undertake to refund the excess advance drawn, if any, within seven days on completion of the journey.
4. I certify that the members of my family as detailed below for whom the LTC is being claimed are cover under the definition of the term 'Family' as prescribed under LTC Rules.
5. I confirm and certify that for none of the family members as noted above LTC has been availed or by any relation of me from this Institute or any other source during the relevant block for which the concession is being claimed by me.
6. I certify that my wife/husband or other members as noted at S. No. \_\_\_\_\_ of above table (Persons in respect of whom LTC is proposed to be availed) whom the LTC is being claimed by me is an employee in \_\_\_\_\_ (Name of the Public Sector Undertaking/Corporation/Autonomous Body/Government Office etc.)

Or

Certified that my wife/Husband or other member(s) as noted at S. No. \_\_\_\_\_ of above table (Persons in respect of whom LTC is proposed to be availed) for whom the LTC is being claimed by me is not employed in Public Sector Undertaking/Corporation/Autonomous Body/Government Office etc. which provides LTC facilities to its employees and their family.

7. I undertake to submit necessary Bills, Money Receipts and other documents as required under the Rules and Regulations of the Institute within 30 (thirty) days upon completion of the journey. In case the particulars furnished by me, or evidence submitted in the TA bill for the journey undertaken by me are found to be incorrect after drawl of LTC Advance or even after adjustment of LTC Advance, the whole amount of LTC shall be recovered from my salary.

Place:

Date:

**Signature of the employee**