

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
 (A Central University established by an Act of Parliament in 1998)



(Accredited "A" Grade by NAAC)

Application Form for Grant of LTC/LTC Advance/LTC Leave Encashment

1.	Name of the Government Servant	
2.	Designation	
3.	Date of Joining to MANUU	
4.	Pay Scale: Grade Pay: Present Pay(Pay+SI+NPA):	
5.	Whether permanent/probation/temporary	
6.	Hometown as Recorded in the service book/Office Records	
7.	Whether wife/Husband is employed and if so whether entitled to LTC?	
8.	a) Whether the concession is to be availed for visiting hometown?	
	b) If the concession is to visit "anywhere in India" the place to be visited.	
	c) Block Year for which LTC is be availed	
9.	Period of LTC to be availed & Date of Journey	
10.	Single rail fare/bus/air fare(Air India only) as per the entitlement only, from HQ to Hometown/place of visit by shortest route(Please enclose proof)	

11. Family details in respect of whom LTC is to be availed:

S.No	Name	Age As on:	Relationship	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

12. Amount of Advance required (Max.upto 90%) :

13. Whether availing facility of Leave encashment under LTC? :

14. How many Days? :

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 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 lump sum.

Date:

Signature

Forwarded

Date & Seal of the Head / Incharge
 Incharge

Signature of the Head /

CHECKLIST (For Office use only)

- | | |
|--|------------------------------|
| 1. Particulars in Cols. Above verified | : |
| 2. Amount entitled for reimbursement | : Rs. |
| 3. Advance admissible (90% of amount 2 above) may be sanctioned. | Rs. Advance of Rs. |

Dealing Asst.

JAO/SO

AR