All University Functionaries

CIRCULAR

It has been observed that the University Employees visit the Accounts Section on regular basis to inquire about the record of their last availed LTC/HTC claim etc. Moreover, the employees forward their applications on plain paper without mentioning proper mandatory details of their family etc., as a result delay occurs in processing the application.

Therefore, a Proforma is prepared herewith to be filled by the employees for seeking permission from the Controlling Officer. The said proforma may also be downloaded from the University website of Accounts Section, Registrar’s Office.

The Proforma has been issued with the approval of the Competent Authority.

(Dr. SALIK AHMAD SIDDQUI)
Joint Registrar
(Accounts Section)
To
The Registrar,
AMU, Aligarh.

SUBJECT: APPLICATION FOR SEEKING PERMISSION TO AVOID HTC/LTC FACILITY.

NOTE:- All the fields are Mandatory to fill.

Whether seeking permission for Fresh ______ or to Modify ________ (previous order No.____ date______).

1. Name of the Government Employee : _________________________________________________________
2. Designation & Level : _________________________________________________________
3. P.I.D. No. : _________________________________________________________
4. Department/Office : _________________________________________________________
5. Date of appointment : ___________________________(New Recruit Yes/No____) (Previous)
6. Nature of Appointment : _________________________________________________________
7. Whether on Leave : (Nature of Leave)_____________________________________
8. Place of Hometown as declared in the Service Book : _________________________________________________________
9. Place of Visit (one Destination)  : ________________________________________________________
10. Proposed Date/Week of Onward journey : _________________________________________
11. Probable date of return journey : ________________________________________________________
12. Whether availed CL/EL etc. (Nature of leave to be mentioned) : ___________________________________
13. Particulars of the Govt. Servant & his/her family members availing the facility: (two surviving children are allowed)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
<th>Whether Dependent (Yes/No.)</th>
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14. Travel Plan: (onward & return journey)

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<tr>
<th>Date of Travel</th>
<th>From</th>
<th>To</th>
<th>Mode of Travel</th>
<th>Class of Accommodation</th>
<th>Approx Distance in km</th>
<th>Approx Fare (Rs.)</th>
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Kindly attach the approx fare list of tickets with this application.
If travelled by road, journey must be done through any Government transport only

Continued to page -2-
16. Whether Spouse/Husband is employed and if so, whether entitled to LTC/HTC: Yes/No________
& his/her Last availed LTC/HTC (Block year____________/Date____________/Place______________
alongwith family Yes/No_________).

(Signature of Employee)

**Instruction/ Guidelines on Air Travel on LTC/HTC.**

- **Travel by Air India only.**
- **Entitlement as per University rules.**
- **LTC-80 fare or less than LTC-80 fare tickets of Air India only to be purchased.**
- **Air Tickets may be purchased directly from Airlines (at Booking Counters/Website of Airlines) or by utilizing the service of Authorized Travel Agents viz. M/s Balmer Lawrie and Company, M/s Ashok Travels and Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt. (A) dated 02.12.2009. (It is clarified that reimbursement of Airfare lower than the LTC-80 fare of Air India will also be admissible for journeys performed by Air India under LTC).**
- **Also refer the circular D.No.174/Acctt. dated 03.07.2017 for booking the Air ticket. (available on Accounts Section, Registrar’s Office website).**

(Signature of Employee)

**Forwarded through HOD/Section Head**

________________________________________________________________________________________________________________________

RIO with the remark ________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Joint Registrar
(Accounts Section)

Reference from pre-page and above.

The proposal for the request of availing LTC/HTC may kindly be approved.

(Dealing Assistant)

S.O. (Admin.)

Joint Registrar (A/Cs)

Registrar