

11. Total Amount of the claim : Rs. _____
12. Advance Drawn : Rs. _____
13. Balance Payable by the University : Rs. _____
14. Balance Refundable to University : Rs. _____

Certificates:

1. The information as given above is true to the best of my knowledge and belief.
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years _____ to _____.
3. That my spouse for whom LTC is claimed by me is employed in _____ (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my spouse for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provided LTC facilities to its employees and their families.

Employee Signature : _____

Date : _____

**Counter signature of
Recommending Officer**

[For use by Administration]

The employee is admissible for availing LTC for the block indicated in the claim. The claim is recommended as below:

- Total Amount of Claim : Rs. _____
- Advance paid : Rs. _____
- Amount Payable by University : Rs. _____
- Amount refundable to University : Rs. _____

Assistant Registrar (Finance)

Deputy Registrar (Admin)

[For use by Finance & Accounts]

Total Expenditure of Rs. _____ may be please be sanctioned and the balance of Rs. _____ is Payable by the Employee / Refundable by the Employee.

Assistant Registrar (Finance)

Deputy Registrar (Admin)