

**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
(A<sup>+</sup> Grade, NAAC Accredited)

SBI A/c No. \_\_\_\_\_

**APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION**  
**(BLOCK YEAR 2020-2023)**

**LAST DATE FOR SUBMISSION OF APPLICATION : 15.12.2023**

1. Name in full & Designation of employees : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Dept./Branch in which working : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Date of Joining in the University service : \_\_\_\_\_
6. Date of Retirement : \_\_\_\_\_  
(Column 4 to 6 to be got verified from the  
Supdt.(Estt.) direct by the applicant)

**Supdt.(Estt.)**

7. Salary : Basic Pay: \_\_\_\_\_ D.A.: \_\_\_\_\_  
(To be got verified from the Supdt.(Bills)  
direct by the applicant for LTC purpose only) : ECR No. \_\_\_\_\_ Page No. \_\_\_\_\_

**Supdt.(Bills)**

8. Whether both husband & wife are in service: Yes/No  
(if yes please submit the following information)
- Name of the wife/husband : \_\_\_\_\_
- Post Held : \_\_\_\_\_
- Department where working : \_\_\_\_\_
- Please indicate who will avail the LTC : \_\_\_\_\_
9. Block year for which LTC is to be availed of : \_\_\_\_\_
10. Whether LTC availed previously in Block  
Year 2020-2023 before issue of instructions : \_\_\_\_\_
11. Any other information : \_\_\_\_\_

Certified that the information given above is correct to the best of my knowledge and belief and nothing has been concealed therein.

(Signature of the Applicant)

**Dated:** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

Recommendation of the Chairman of Department/Branch Officer

\_\_\_\_\_

**Signature of the Chairman/Branch Officer**  
**With office seal**

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**UNDERTAKING**

[under para 1(iii) of instruction in memo No.13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.05.2009.
2. My entitled family members, including the spouse, who is in the employment of Government of Haryana and who is also eligible to draw the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 8.05.2009 shall not avail the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2009 separately for the current block of four year regulating the LTC.

**OR**

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organization/institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

**Signature of the concerned employee**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

**Countersigned**

**Signature of the spouse of the concerned employee**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

(Strike off whatever portion is not applicable]

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**UNDERTAKING**

[under para 1(iii) of instruction in memo No.13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in lace vide memo: 13/19/2008-2SII dated 18.05.2009.
2. None amongst my entitled family members, including the spouse, is either in the service of Government of Haryana or in service under the Central Government or any other State Government or under any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

**Signature of the concerned employee**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Department** \_\_\_\_\_

**Countersigned**

[Strike off whatever portion is not applicable]