



OFFICE OF THE COMPTROLLER

ASSAM AGRICULTURAL UNIVERSITY

JORHAT – 785013

AAU/E-1/847/PART-II-B/2022

12799

Dtd: 05/01/2023

ORDER

With the approval of the Hon'ble Vice Chancellor AAU Jorhat, the undersigned is pleased to implement the scheme of Leave Travel Concession (LTC) to the inservice AAU regular Employees/ Teachers/Scientists drawing salary from Govt. of Assam as per the provision of ROP 2017 and as per terms and conditions as laid down in the Govt. of Assam notification vide memo no: FM.14/2010/2-A Dtd: 07.04.2010 .

Interested Employees/ Teachers/Scientists fulfilling the conditions as laid down in the above Govt. of Assam notification may apply through proper channel. Entitlement of LTC facility will be considered on the basis of seniority and availability of fund.

Prescribed application form and norms for LTC may be downloaded from the AAU Website. The last date of submission of completed LTC application form at the O/o the undersigned is 15th February, 2023.

(N. Borthakur)
2/1/2023

(N. Borthakur)

Comptroller

Assam Agricultural University

Jorhat-13

Dtd:

/2023

AAU/E-1/847/PART-II-B/2022

Copy forwarded for favour of kind information and necessary action:

1. The Registrar, AAU Jorhat.
2. All the DDO's/ Controlling Officers, Assam Agricultural University.
3. The Secy. to the Hon'ble Vice Chancellor, AAU Jorhat.
4. Incharge AKMIT cell with a request to upload in AAU website.
5. Office Copy.

(N. Borthakur)

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Norms of Leave Travel Concession(LTC)

1. LTC to any place in India, shall be given to an employee after completion of 10 years of Continuous service in AAU and will be offered once during the entire period of service.
2. LTC will be offered, on Seniority basis from amongst applicants due to fund constraint and to avoid deprivation of senior employees.
3. Advance for LTC will be given on or after sanction of leave from the competent authority.
4. Reimbursement of actual travelling expenses shall be made to the maximum of entitlement class of journey by train by shortest route irrespective of mode of actual travel.
5. Reimbursement of LTC claim will be governed by LTC rule of the Govt. of Assam.
6. No Daily allowances shall be admissible for travel on LTC.
7. The applicant shall provide a certificate that he/she has not availed LTC earlier.
8. Reimbursement under LTC Scheme does not cover incidental expenses and the expenditure incurred on local journey. Reimbursement for expenses is allowed only on the basis of journeys to a particular destinations and back or a circular ticket over the shortest direct route.
9. LTC application must be submitted in the prescribed form and also through proper channel.
10. Employees willing to avail LTC will have to submit an estimate of the entire journey based on the shortest train ticket of his/her entitlement class. 80% of the total estimate is admissible as LTC advance.
11. Interested employees may apply for advance before the proposed date of the outward Journey and he/she is required to produce the tickets within 10 days of the drawal of advance irrespective of the date of commencement of journey.
12. Time limit for submission of LTC claim :
 - (i) Within 3(three) months of completion of returned journey if no advance is drawn.
 - (ii) Within 1(one) month of completion of returned journey if advance is drawn.
13. The definition of family for the purposes of LTC shall also include dependent parents. The definition of dependency is linked with the minimum family pension for all purposes. Accordingly, all parents whose total income from all sources is less than the minimum family pension prescribed and Dearness Relief thereon would be included in the definition of family pension for this purpose.
14. Please ensure that LTC claim is as per the LTC rule of Govt. of Assam in force to avoid rejection of claim.
15. The applicant shall also to provide valid proof of travel to the places covered under LTC.


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Assam Agricultural University
Office of the Comptroller
A. U., Jorhat-13

FORM OF L.T.C ADVANCE

1. Name of the Govt. Servant(Block Letter) :
2. Designation (Permanent/Semi-Permanent/
Temporary to be stated) :
3. Basic Pay/ Pay in Pay band :
4. Grade Pay :
5. Date of appointment :
6. Name of the Institution/ Department /
Establishment :
7. Home Address :

8. Period and nature of leave granted date
on which Journey will start. :
9. Home station and the place of choice
for which the journey is to be performed :

10. Distance (in K.M) between the starting
Point and destination (by Rail/Road) by
the shortest route and the principal
Station calling on the route :

11. Class of accommodation is which entitled :
12. To and fro train fare by entitlement class :
13. 20 % of the Expenditure to be borne
by Govt. Servant.
14. 80 % of L.T.C, advance admissible per
journey :
15. Total amount of L.T.C, advance claimed
for self and members of the family :

Full Signature of the applicant

16. Particulars of family members along with relationship of the applicant etc.

<u>Sl.No.</u>	<u>Name in full</u>	<u>Age</u>	<u>Relationship</u>

17. If both husband & wife are Govt. servant :-
 either one will certify stating designation that he/she was not availed journey under this scheme.
18. Recommendation of the head of the Office with seals & Signature :-
19. Date of retirement (attested copy of Service Book may be enclosed) :-

Certified that the information furnished in this L.T.C Advance form are true. If any information is proved false I am liable to any punishment deemed fit by the authority.

Full signature of the Govt. employee

UNDERTAKING

Date –

I, Sri/Smti _____
serving in the post of _____ in _____
_____ Department/ Office _____
is hereby declared that –

I have not availed any L.T.C. (Leave and Travel Concession) in respect of myself or my family members during my service period till date.

Date :
Place :

Full signature of the
Govt. employee

Seal & signature of the
Controlling authority

N.B. This Form must be filled-up by the employee who wants to perform the journey under L.T.C. scheme and it should be enclosed alongwith the L.T.C. application Form.