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**GUJARAT NATIONAL LAW UNIVERSITY**

**APPLICATION FORM FOR SETTLEMENT OF LTC ADVANCE**

**(To be submitted after availing the LTC facility)**

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **Name of the Employee** | | |  | | | |
| 1. **Designation** | | |  | | | |
| 1. **Type of LTC (Home town/Anywhere in India)** | | |  | | | |
| 1. **Travel Entitlement** | | |  | | | |
| 1. **Persons in respect of whom LTC availed\*.** | | | | |  | |
| **S. No.** | **Name** | **Age** | | **Relationship with the Employee** | | **Occupation** |
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| 1. **Amount of Advance taken** | | ₹ | | | | |
| **\* As a proof of journey performed, the Employee has to produce a valid ticket/boarding pass(s). In case of ticket booked by IRCTC, the General Administration /HR Section has to verify the validity of PNR no.** | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7.** | **Details of fare and journey (s) performed by the Employee and the members of his/her family\*.** | | | | | | | |
| **Departure** | | | **Arrival** | | **Distance in Kms** | **Mode of Travel**  **& class of accommodation used** | **Fare per person(₹)** | **Total number of persons travelled** |
| **Date** | | **From**  **(Name of the place)** | **Date** | **To**  **(Name of the place)** |
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| **Total** | | | | | | |  |  |

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| 1. **Particulars of journey (s) for which higher class of accommodation used than the one to which the Employee is entitled:** | | | | | |
| **Place** | | **Mode of conveyance** | **Class to which entitled** | **Differential Amount (Entitlement and availed per persons)\*\*** | **Total of persons travelled** |
| **From** | **To** |
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| **Total** | | | |  |  |
| **\*\* (1) In the cases of difference between entitlement and availed, valid proof of the fare to which the Employee is entitled is required to be attached. (In the cases of entitlement by train, the fare on IRCTC official website may be used to calculate the difference and in case of air, the applicable fare at the time prior to minimum period specified in the Directive)** | | | | | |

**This is to certify that:**

1. **Information, as given above is true to the best of my knowledge and belief.**
2. **Claim/settlement is submitted within the stipulated duration as given in directive (If no, stipulate the reasons):**

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1. **Amount of Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was taken as advance.**
2. **Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has to be reimbursed/settled to the Accounts Section by Cheque No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annexure:**

1. **Ticket(s)**
2. **Boarding Pass(s)**
3. **Cheque (If advance taken is more than entitled expenses)**
4. **Intermemo (If advance taken is less than the entitled expenses)**

**Date: Signature of the Employee**

**To be filled-in by the General Administration/ HR section (On approval of settlement)**

* Certified that necessary entries have been made in the

Service Book of Dr./Ms./Mr.

* Certified that necessary entries have been made in the LTC register.

**Signature of the Concerned Official**

**Checked (Accounts Section)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified (HR Section) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recommendation by the Registrar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval by the Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Original approved form to be kept in record with accounts section**
* **A copy to be kept by HR section**