

Ref No : SVC/Acs/2022/PI 761

22nd June, 2022

Notice regarding Leave Travel Concession (LTC)

All the Staff Members (Teaching & Non-Teaching) are hereby informed that those desirous of availing LTC facility and seeking advance for the same are required to submit the advance form in the Establishment Section, duly filled and completed in all the aspects, at least **15 days** before commencement of their onward journey.

Further, such of the staff seeking leave encashment on LTC are advised to get their encashment form verified from the Establishment Section well in advance i.e. **at least 15 days before the date of onward journey** on LTC.




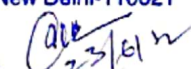
It is pertinent to mention here that in all cases whenever a Government Servant claims LTC by air, he/ she is required to book the air tickets through three authorized agencies viz. M/s Balmer Lawrie & Co. Ltd, IRCTC and Ashok Travels, as per the guidelines issued by the Government of India from time to time.

Note:-


1. Government servant is required to produce the tickets within ten days of the drawing advance, irrespective of the date of commencement of the journey. In the event of cancellation of the journey or if he/she fails to produce the tickets within ten days of receipt of advance, he/she has to refund the entire advance in one lumpsum, as per rules.
2. The time limit for submission of LTC advance is :
 - a) Within three months of completion of return journey, if no advance is drawn;
 - b) Within one month of completion of return journey, if advance is drawn.

Active cooperation of one and all shall highly be appreciated.


Bursar
Sri Venkateswara College
Dhaura Kuan, New Delhi-110021


PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021




Copy forwarded for information and necessary action to the Vice-Principal, Bursar, Administrative Officer/Section Officers (Accounts & Administration), P.A. to Principal, Dealing Assistants (Accounts, Administration & Establishment)/All the Staff Members (Teaching & Non-Teaching)/Notice Board/College Website/File.


श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
(विद्यापीठ दिल्ली) (University of Delhi)
(लक्षा विभाग) (Accounts Section)
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