# UNIVERSITY OF JAMMU

## CIRCULAR

Applications on the prescribed format at **Annexure-I** are invited from the permanent employees of the University, who are interested in availing Hometown Leave Travel Concession (HLTC) facility for the Block year 2026-2027 and All India Leave Travel Concession facility for the Block Year 2024-2027 during the quarter January to March, 2027. Employees to firstly forward request for availing LTC by E-mail to Joint Registrar (Estab-TW)/ Assistant Registrar (Estab/NTW) on E-mail ID :**teachingwing@jammuuniversity.ac.in** and **ar.estab@jammuuniversity.ac.in** mentioning place and duration of visit as the case may be. Thereafter, the employees are required to forward duly completed applications as per S.O. 22 through proper channel to reach the office of the Joint Registrar (Estab-TW) and the Assistant Registrar (Estab-NTW) for Teaching and Non-teaching staff respectively within **five (05)** working days. However, the applications shall be considered subject to availability of funds under **Budget Head: LTC.**

Incomplete applications shall not be entertained.

SOPs for availing Leave Travel Concession are also enclosed for ready reference at **Annexure-II**.

**REGISTRAR**

***No: Estab./26/*** 14369-469
***Dated:*** 19-11-2026

***Copy to :-***

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please
2. Dean Research Studies/ Dean Planning & Development/Dean Academic Affairs
3. All Heads/Rectors/ Directors of the Teaching Departments of the University
4. Registrar/Controller of Examinations/Director-CDC/Finance Officer/Director-CD&OE/Director-DIQA/Administrator-GZSAC/Dean Students' Welfare/ Chief Proctor/ Provost (Boys/Girls Hostels)/Dean Students' Placement/Hony' Director, USIC/ Director, Centre for IT Enabled Services & ET/ I/c Librarian (Dhanvantri Library)
5. All Joint Registrars/XEN-UWD
6. President-JUTA/JUOWA
7. Programme Coordinator, NSS
8. All Wardens of the University Hostels
9. All Deputy Registrars/Chief Accounts Officer/Coordinator-Campuses/Public Relations Officers/Nodal Officer-Amrit Kaal Initiatives/Assistant Registrars/Campuses Development Officer/Medical Officer-UHC/ Arboriculturist/ Manager-Guest House / Media Officer
10. President- JUNTEU/JUNGEU
11. All Sections
12. Guard file

## ANNEXURE-II

## SOP FOR AVAILING LTC

1. No employee shall proceed on LTC without prior sanction from the Competent Authority. Post facto sanction shall not be accorded under any circumstances.

2. Application form duly completed in all respects as per the proforma specified in S.O. 22 along with recommendations of the concerned Branch Officer by medium of endorsement/covering letter must reach the respective offices i.e. Estab-TW/Estab-NTW as per the following timelines;

| S. No. | Period of Intended Travel | Application submission window |
|---|---|---|
| 1. | May to June | 10 April to 20 April |
| 2. | July to September | 10 June to 20 June |
| 3. | October to December | 10 September to 20 September |
| 4. | January to 15th March | 10 December to 20 December |

3. Employees must submit the request for availing LTC through the medium of E-mail firstly to Joint Registrar (TW)/Assistant Registrar (Estab/NTW) followed by hard copy complete in all respects **within five working days** of E-Mail alongwith covering letter of HOD/Controlling Officer. Incomplete applications shall not be entertained and shall be returned immediately.

4. Employees intending to travel in the month of March must submit their bills in the Accounts Branch mandatorily before 15th March. No financial liability for LTC shall be carried forward to the next Financial Year.

5. No application shall be entertained prior or after the specified Application Submission Window for each specified period of travel.

6. Atleast one application from each cadre i.e. Teachers/Officers/Non-Teaching/Non-Gazetted employees shall be considered for LTC in each quarter subject to availability of funds.

7. If an employee fails to travel as per the dates specified in sanction order, LTC shall deemed to be cancelled and applicant need to apply afresh for LTC.

8. LTC rules, as notified vide S.O. 22 shall be followed in letter & spirit, so as to avoid any confusion amongst the employees w.r.t. their LTC approval/rejections.

**FORM 1.**

**DECLARATION OF FAMILY**

I _____ working as _____ in the Department presently posted in _____ do solemnly declare the strength/particulars of my family as under:-

| S.No. | Name | Relationship with Govt. Servant | D.O.B. | Profession | Income (per month) |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

2. It is certified that the particulars/details of my family as stated above are correct and in the event of any wrongful information being found to have been furnished by me, I shall be personally responsible for the consequences.

**Signature of Government servant**
**(Gazetted/Non-Gazetted)**

**Dated:**_____

I _____ certify that the particulars furnished by _____ about his/her family in this declaration herein above made are correct to the best of my knowledge and belief.

**Signature with Official Seal**
**of Gazetted officer**

**Dated:** _____

**Note :** The Certificate of the Gazetted Officer is required only in respect of Non-Gazetted Government servant.

## FORM 2

Application Form for : (i) Declaration of place of visit.
: (ii) Sanction of LTC
:(iii) Grant of advance for LTC

1. Name of the Government Servant : _____
2. Designation : _____
3. Date of entry in the Govt. Service : _____
4. Total service as on the date of application for LTC. : _____
5. Basic Pay (with level of Pay) : _____
6. Whether spouse is employed. If so whether he/she is entitled to LTC (Reference to rules where-under entitled may be given) : _____
7. In case of spouse being entitled to LTC state whether he/she has claimed it separately : _____
8. Place to be visited : _____
9. Block for which LTC is to be allowed : _____
10. Single Air fare/ Rail fare/bus fare from the Headquarters to the place of visit by shortest direct route : _____
11. Persons in respect of whom LTC is proposed to be availed : _____

| S. No. | Name | Age | Relationship (Refer Form 1) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

12. Estimated amount for availing LTC ( with full details) : Rs. _____
13. Amount of advance required : Rs. _____

14. Declaration by Government servant :

I declare that the particulars furnished above are true and correct. I undertake to book the tickets for the outward journey within prescribed time after receipt of advance. In the event of cancellation of the journey or if I fail to book the tickets within the prescribed time limit, I undertake to refund the entire advance in one lump-sum.

**Dated:** _____ **Signature of Govt. Servant**

**FOR USE IN OFFICE:-**

1. Certified that:-

   (a) Particulars in S.No. 1 to 6 have been verified and found correct.
   (b) The members of the family as shown under S.No. 11 above exist in the declaration made by Government servant in Form (I) which is pasted in his Service Book, and the said members are entitled to LTC.

**Seal & Signature of Head of Office**

2. Check list:

   (a) Fare for to and fro jounrey by the entitled class or the classes by which the official proposes to travel, whichever is less. Rs. _____

   (b) No. of entitled persons for whom advance is claimed _____

   (c) Amount reimbursable to official Rs. _____

   (d) Amount of advance admissible (90% of item 3) Rs. _____

**Note:-** This Form shall be prepared in duplicate and one copy forwarded to the sanctioning authority for sanction of LTC.

# Annexure-I

## DECLARATION FORM

I_____

S/o._____

R/o._____,

do hereby declare that the information given in the LTC Form and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the LTC Rules and guidelines mentioned in the S.O. 22 that if the information given violates the rule position at any point of time, LTC Order will be cancelled and I will be liable to any action taken by the Administration.

Signature of Employee