



विश्वभारती  
VISVA-BHARATI

## CIRCULAR

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 1080  
तिथि/Date 10-2-18

This is for information of all concerned that the following guidelines are to be adhered to strictly while availing LTC:


1. The time limit for submission of LTC claims is:-
  - a) Within three months after completion of return journey, if no advance is drawn. **Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.**
  - b) Within one month after completion of return journey, if advance is drawn.
2. Where advance has been drawn and the claims have not been submitted within due date i.e. one month from the date of completion of the return journey, penal interest @ 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be imposed by the drawing and disbursing officer as per rules.
3. When claim submitted within stipulated time but unutilized portion of advance not refunded after purchasing of tickets, penal interest will be imposed on unutilized amount of advance @ 2% over GPF interest from the date of drawal to the date of recovery by the DDO.
4. Employees drawing LTC advance should produce tickets within ten days of the drawal of advance to the Accounts' Section to show that the amount drawn has been actually utilized for purchase of tickets. The amount of fare (air, rail etc.) also needs to be clearly stated in advance application. **The portion of unutilized advance amount is to be refunded immediately after procurement of tickets.**
5. For the employee who will be paid 10 days E.L encashment prior to LTC journey will be charged penal interest at 2% over GPF interest as well as advance amount in the case of cancellation of LTC journey.
6. No claim for LTC will be entertained without prior intimation in prescribed format through proper channel. The format is available in V.B. website(www.visvabharati.ac.in) The furthest location of the declared place of visit (name of the specific place not the name of state/area) should be mentioned clearly in LTC advance/ information form.
7. Name of the intending family members including self to be mentioned on the advance form/ intimation form properly.
8. Statement Indicating Details of Family Members for LTC should be updated or submitted by the employee to the Establishment Section [Format is available in the university website (Required under LTC Rules of the University)].
9. Dependency Certificate for parents and eligible children aged above 18 years are required at the time of LTC advance/ information.

Dr. B. 4/18

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(Acting)

10. For employed spouse a declaration from his/her employer is required whether he/she enjoys/ enjoyed/will enjoy LTC facility from his/her parent office or not.
11. In case of journey between the places not connected by any public/Government means of transport, the Govt. servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms. covered by the private/ personal transport based on a self-certification from the Govt. servant. Beyond this, the expenditure shall be borne by the Govt. servant.
12. Air ticket should be purchased directly from Airlines Booking Counter or Website of Airlines or through Authorized Travel Agents viz., M/s. Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC.
13. It is encouraged to share interesting insights and pictures, if any, of the destination, he/she visited while availing LTC.
14. Change of destination of LTC journey should be informed prior to the availing LTC through proper channel.
15. Government employees entitled to travel by air are requested to travel by Air India only in Economy class at LTC-80 or less unless permitted to do so by any general or specific provision. **The Air India LTC is the maximum limit of air fare to be reimbursed. If non-LTC ticket is booked for air journey, a copy of LTC fare on that date available in Air India website is to be produced alongwith the LTC claim in order to ensure the maximum limit of air fare on the date of purchasing air tickets.**
16. The LTC is not admissible to Government servants whose spouses are employed in Railways or National Airlines.
17. Furnishing of false information will attract disciplinary action under the CCS(CCA) Rules, 1965.
18. **Reimbursement under LTC scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of point-to-point journey on a through ticket over the shortest direct route.**
19. **Original boarding pass along with air tickets and original railway tickets (confirmed) must be attached to LTC claims. No reimbursement can be made against waiting list (WL) Railway Tickets without proof of confirmation of the said tickets.**
20. **DoPT website may be visited for latest Govt. orders/circulars before availing LTC.**

Ref No. V.B./Est.-II/22  
Dated. 05/02/2018

  
Registrar (Acting)  
Visva-Bharati

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Registrar (Acting)  
Visva-Bharati

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1. All Directors, Adhyakshas of Bhavanas/Vibhagas and Heads of Departments/ Centres
2. Finance Officer/ I.A.O./ Proctor/ DSW/ CMO/ U.E.
3. All Joint Registrars/ Deputy Registrars/Assistant Registrars
4. P.S. to Vice-Chancellor
5. P.A.to Registrar
- ✓6. University Webmaster- for uploading it in the university website
7. Hindi Officer



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