



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(A⁺⁺ Grade, NAAC Accredited)

NOTIFICATION

The Hon'ble Vice-Chancellor is pleased to sanction one month's salary in lieu of Leave Travel Concession (LTC) for the block year 2024-2027, to the regular Teaching and Non-Teaching employees (**Budgeted employees**). Further, the employees who have been retired since 01.04.2025 to till date will have to apply afresh to claim the benefit of Leave Travel Concession (LTC) for the block year 2024-2027(if otherwise eligible).

Employees seeking to claim one month's salary in lieu of Leave Travel Concession (LTC) for the Block Year 2024-2027 can apply through proper channel on the prescribed form, specimen whereof given overleaf and it should reach to the Bills Section latest by **25th November, 2025 positively** in one lot.

No application received after 25th November, 2025, will be entertained for grant of Leave Travel Concession (LTC) in the current financial year 2025-26.

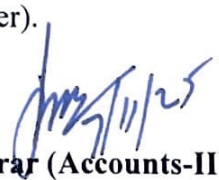
REGISTRAR

Endst.No.Bills/B-I/25/ 3882-3981

Dated: 07.11.2025

Copy of the above is forwarded to the following for information and necessary action with the request to circulate the notification amongst all teaching & non-teaching employees (Budgeted employees): -

1. All the Deans / Directors / Chairpersons / Heads of Faculties / Institutes / Departments / Non-Teaching Departments / Offices, Kurukshetra University, Kurukshetra.
2. Chief Warden, Hostels (Men & Women), Kurukshetra University, Kurukshetra.
3. Principals, Institute of Integrated & Honors Studies / Institute of Teachers Training & Research / University Sr. Sec. Model School, KUK.
4. Director, I.T. Cell, Kurukshetra University, Kurukshetra for uploading the notification on the University Website.
5. President, KUTA, KUK.
6. President, KUNTEA, KUK.
7. All the Wardens of Hostels (Men & Women), KUK.
8. O.S.D. to Hon'ble Vice-Chancellor, Kurukshetra University, Kurukshetra.
9. P.S. to Vice-Chancellor, KUK (for kind information of the Hon'ble Vice-Chancellor).
10. Deputy Registrar O/o the Registrar, KUK (for kind information of the Registrar).
11. P.S. to Finance Officer, KUK (for kind information of the Finance Officer).
12. All Salary dealing sets of Bills Section, KUK.


Asstt. Registrar (Accounts-II)
for Finance Officer

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SBI A/c No. _____

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION (BUDGETED)**(BLOCK YEAR 2024-2027)****LAST DATE FOR SUBMISSION OF APPLICATION : 25.11.2025**

1. Name in full & Designation of employees : _____
2. Father's Name : _____
3. Dept./Branch in which working : _____
4. Date of Birth : _____
5. Date of Joining in the University service : _____
6. Date of Retirement : _____
(Column 4 to 6 to be got verified from the Supdt.(Estt.) direct by the applicant)

Supdt.(Estt.)

7. Salary : Basic Pay: _____ D.A.: _____
(To be got verified from the Supdt.(Bills) direct by the applicant for LTC purpose only) : ECR No. _____ Page No. _____

Supdt.(Bills)

8. Whether both husband & wife are in service: Yes/No
(if yes please submit the following information)
Name of the wife/husband : _____
Post Held : _____
Department where working : _____
Please indicate who will avail the LTC : _____
9. Block year for which LTC is to be availed of : _____
10. Whether LTC availed previously in Block Year 2024-2027 before issue of instructions : _____
11. Any other information : _____

Certified that the information given above is correct to the best of my knowledge and belief and nothing has been concealed therein.

(Signature of the Applicant)**Dated:** _____**Mobile No.** _____Recommendation of the Chairman of Department/Branch Officer

Signature of the Chairman/Branch Officer
With office seal

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(A⁺⁺ Grade, NAAC Accredited)**UNDERTAKING**

[under para 1(iii) of instruction in memo No.13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place vide memo: 13/19/2008-2SII dated 18.05.2009.
2. My entitled family members, including the spouse, who is in the employment of Government of Haryana and who is also eligible to draw the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 8.05.2009 shall not avail the benefit promised by the scheme put in place vide memo no. 13/19/2008-2SII dated 18.05.2009 separately for the current block of four year regulating the LTC.

OR

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organization/institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Signature of the concerned employee

Name _____

Designation _____

Department _____

Countersigned**Signature of the spouse of the concerned employee**

Name _____

Designation _____

Department _____

Countersigned

(Strike off whatever portion is not applicable)

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UNDERTAKING

[under para 1(iii) of instruction in memo No.13/19/2008-2SII dated 18.05.2009]

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in lace vide memo: 13/19/2008-2SII dated 18.05.2009.
2. None amongst my entitled family members, including the spouse, is either in the service of Government of Haryana or in service under the Central Government or any other State Government or under any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

Signature of the concerned employee

Name _____

Designation _____

Department _____

Countersigned

[Strike off whatever portion is not applicable]