

**SELF UNDERTAKING**  
**for**  
**(Leave Travel Concession)**

I, \_\_\_\_\_ D/S/o \_\_\_\_\_ working as \_\_\_\_\_ on regular basis since \_\_\_\_\_ in the \_\_\_\_\_ Department / Branch / Institute / College / Hospital, BFUHS do hereby give the undertaking that:

1. I am claiming LTC for the block period \_\_\_\_\_ to visit \_\_\_\_\_ as per Punjab Govt rules.
2. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my family members in r/o the block of the years \_\_\_\_\_.
3. My spouse is not employed in Govt.
4. Certified that my husband / wife for whom LTC is claimed by me is not employed in any Public sector undertaking / Corporation / Autonomous Body financed wholly or partly owned by the Central Govt. / Punjab Govt. which provides LTC facilities to its employees and their families.
5. As per information available, Punjab Govt has not issued any fresh notification of LTC for the current block. In case of ban of LTC for the current block of visiting to any place in India (Four years block \_\_\_\_\_ by the Punjab Govt. the amount of LTC claimed by the undersigned will be fully refunded to the university.
6. After availing LTC granted to me along with family members, I will submit tickets, bills, and any other required documents as proof of journey performed to Accounts Branch of the University.
7. Journey will be performed on the shortest route(s) available and by Govt. approved means of transport.
8. I shall abide to the rules and regulations of the University

Name \_\_\_\_\_

Designation \_\_\_\_\_

Deptt./Branch/College/Hospital \_\_\_\_\_

Baba Farid University of Health Sciences, Faridkot

Date: \_\_\_\_\_