

UNDERTAKING

(Leave Travel Concession Claim along with 10 Days Leave Encashment)

I, _____ S/o _____ working as _____ in Punjab Engineering College Chandigarh (Deemed to be University) do solemnly affirm and declare as under:-

- 1) that the encashment of ten days Earned Leave may kindly be granted to me as I have availed the Leave Travel Concession (vide office order No _____ dated _____ (copy enclosed) and have performed the journey from _____ to _____ and back after availing Leave Travel Concession for the block year _____.

Or

that the encashment of ten days Earned Leave may kindly be granted to me as I will avail the Leave Travel Concession (vide office order No _____ dated _____ (copy enclosed) and will perform the journey from _____ to _____ and back after availing Leave Travel Concession during the block year of _____ on schedule dates.

- 2) that I have submitted LTC concession Claim in respect of my journey in the Accounts Branch.

Or

that I will submit the Leave Travel Concession Claim in respect of my journey in the Accounts Branch after my visit scheduled for the purpose.

(Signature)

Name:

Designation:

Deptt.

**Recommendation by
Head of Deptt/Section/Branch.**

X : Strike out which is not applicable.

UNDERTAKING

(Only For Leave Encashment)

I, _____ Son/Daughter/wife of _____
working as _____ in Punjab Engineering College Chandigarh
(Deemed to be University), do solemnly affirm and declare as under:-

1) that my wife/husband is working as _____ in the department of _____
_____.

2) that encashment of ten days Earned Leave may kindly be granted to me, as LTC
Concession has been claimed by my husband/wife from his/her employer and
accordingly, we have performed the journey from _____ to
_____ and back during the block year _____.

Or.

that encashment of ten days earned leave may be granted to me as my husband/wife
have planed to visit w.e.f _____ to _____ after availing Leave
Travel Concession alongwith other family members during the block year
_____.

(Signature)

Name:

Designation:

Deptt:

Recommendation by
Head of Deptt/Section/Branch.

Document required: proof of journey/Permission order.

X : Strike out which is not applicable.