**UNDERTAKING**

**LTC and Encashment of EL on LTC taken during Previous Employment**

**(to be submitted on the occasion to apply for LTC first time in ABVIIITM Gwalior)**

I, **………………………………………..** working as **…………………………………** in the Department of ……………………………………………… since …………………………… at ABVIIITM Gwalior, do hereby solemnly affirm and undertake as follows:

1. I have availed **Leave Travel Concession (LTC)** as per details given below during my tenure from ……………….(DoJ) To ……………….. in my previous organization…………………………….……...

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Block/ Calendar Year** | **Under Fresh Rect./ Regular Block** | **Duration of LTC availed** | **Type of Leave** | **HTC /LTC** | **Place of Visit** | **Encashment of EL taken** | **Remarks** |
| **From** | **To** | **No of Days** |  |  | **Taken (Y/N)** | **No. of days encashed** |  |
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1. I confirm that the LTC claim was duly processed and sanctioned by my previous employer, and I have fully complied with the rules and regulations concerning the same.
2. In case any discrepancies or issues arises related to my previous LTC or EL encashment claims, I agree to indemnify and hold **ABVIIITM Gwalior** harmless against any financial or legal liabilities arising due to such claims. I understand that any false or misleading statements in this undertaking may result in disciplinary actions, including termination of my employment. I undertake to provide any further clarification or documentation required by **ABVIIITM Gwalior** for verifying the information shared above.

Date:……………………………. **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_