

APPLICATION FOR LTC & LTC ADVANCE

1. Name of the Government servant : _____
2. Designation & grade Pay : _____
3. Basic pay in the present grade : _____
4. Department : _____
6. Date of appointment in the Institute : _____
7. Place of hometown as declared in the Service Book : _____

7. Particulars of LTC availed for:

Previous Block years: _____

(i) Hometown

(ii) Anywhere in India

Current Block Year: _____

(i) Hometown

(ii) Anywhere in India

8. Block year for which now proposed to avail : _____

9. Whether avails CL or EL (Nature of leave to be mentioned) : _____

10. Place of visit (farthest point) : _____

11. Proposed date of onward journey : _____

12. Probable date of return journey : _____

13. Particulars of Govt. Servant & his/her family members availing the facility:

(If the Govt. Servant is traveling under LTC, he/she should mention his/her name below.)

Sr. No.	Name	Relationship	Age	Whether Dependent (Yes/No)
1				
2				
3				
4				
5				
6				

14. Tour Plan:

Date of Travel	From	To	Mode of Travel	Class of Accommodation	Distance in km	Approx Fair (Rs.)

Return Journey

Date of Travel	From	To	Mode of Travel	Class of Accommodation	Distance in km	Approx Fair (Rs.)

(Kindly attach the fair list of tickets with this application)

If traveled by road, journey must be done through any Government transport only.

15. Total approximate cost of travel : Rs. _____

16. Amount of Advance requested (90% Sr. No.15) Rs. _____

17. Whether spouse is employed and if so whether entitled to LTC: Yes/No

Signature

DECLARATIONS

- I _____ hereby certify that the above particulars furnished by me are true and correct.
- I also undertake to refund the LTC advance in full immediately. in case of failure to perform the proposed journey for which advance has been taken.
- I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.
- I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as the case maybe for my forward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawl of my salary, together with the penal interest @2 % over and above the normal GPF interest.
- I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal interest@2%over and above the normal GPF interest.
- I am also aware that my claim will be forfeited **if I fail to submit the bill within 3 months** from the date of completion of the journey.
- That my spouse is not employed in government. That my Spouse is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.
- Certified that my wife/husband for whom L.T.C. is claimed by me is employed in _____ (Name of the Public Sector Undertaking/ Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
- Persons in respect of whom LTC is proposed to be availed are dependent on me.

Signature:

REMARKS OF THE ESTABLISHMENT SECTION

Details have been verified from the record and recommended / not recommended of LTC & LTC advance of Rs. _____ in words _____

AR (Establishment)

DR (Admin.)

Remark of The DEAN (FW)

LTC sanctioned /not sanctioned

LTC Advance sanctioned of Rs. _____

DEAN (FW)

Note: Approval/Permission for requested visit does not mean approval of requested amount. Expenditure will be reimbursed as per the LTC Rules/Norms.