

APPLICATION FOR L.T.C. ADVANCE

1. Name of Official(IN BLOCK LETTERS) _____
2. (a) Designation and Staff No. _____
(b) Permanent or Temporary _____
(If not retirement ,Surety send from retirement officials to be enclosed with the application,
3. Unit/office to which attached. _____
4. Basic Pay in the Present Grade. _____
5. Date of Appointment in the Deptt. _____
6. Home Town as declared in Service Book. _____
7. Particulars of LTC availed for previous Block Years. (i) Home Town
(ii) Anywhere in India
8. Block year for which now proposed to avails _____
9. Whether avails CL or EL (Nature of leave To be mentioned) _____
10. Whether LTC advance already taken has Been settled in full or pending settlement, Date of the settlement of the previous case. _____
11. Place of visit (for the point) _____
12. Proposed Date of onward journey _____
13. Probable Date of return journey _____
14. Particulars of family members availing The facility, _____

S I No.	Name	Relationship	Age	Whether Dependent
1				
2				
3				
4				
5				

15. Class of accommodation proposed To be availed in the Railway journey _____
16. Single rail fare/Bud fare from the Head quarters to Home Town/place of visit By shortest Route. _____
17. Amount of Advance required. _____
17. The Office in which the spouse of the Govt. Servants is employed. _____
18. If the spouse is eligible for LTC or similar concession From his employer, whether declaration has Been given that he/She will not claim LTC himself Herself and family, from his/her office. _____

Signature:
Designation & Staff No.

I, _____ hereby certify that the above particulars furnished by are true and correct.

I also undertake to refund that LTC advance in full immediately in case of failure to perform the proposed journey for which advance was 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 refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance.

I also agree to credit for the with to the office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets, etc., for myself/members of my family as the case may be for the 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 the failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawl of my salary, to gather with penal interest @ 2 ½ % over and above the normal 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's @ 2 ½ % over and above the normal interest.

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of Journey.

I also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end holiday/other holidays/R.H. alone.

Signature:
Designation:
Staff No.

REMARKS OF THE UNIT OFFICER

Forwarded. Official applied CL/EL as at Col. 9 and the same has been sanctioned.

Unit Officer