

APPLICATION FOR L.T.C. ADVANCE

1. Name of the Official (in BLOCK letters) :
2. a) Designation and Staff No. :
- b) Permanent or Temporary (if not permanent, Surety Bond from a permanent official 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 Department :
6. Place of Home town as declared in the Service Book :
7. Particulars of L.T.C availed for previous Block years :
8. Block year for which now proposed to avail :
9. Whether avails C.L or E.L (Nature of Leave to be mentioned) :
10. Whether L.T.C advance already taken has been settled in full or pending settlement, Date of the settlement of the previous case :
11. Place of visit (Farthest point) :
12. Proposed date of onward journey :
13. Probably date of return journey :
14. Particulars of family members availing the facility :

Sl. No.	Name	Relationship	Age	Whether Dependant

P.T.O

15. Class of accommodation proposed to be availed in the railway journey :
16. Amount of advance required :
17. The Office in which the spouse of the Government servant is employed :
18. If the spouse is eligible for L.T.C or similar concession from his employer whether declaration has been given that he/she will not claim L.T.C himself/herself and family, from his/her office :

Signature :

Designation and Staff No.:

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 that 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 advance.

I also agree to credit forthwith 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 that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawal of my salary, together with the penal interest @ 2.5% 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 @ 2.5% 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 holidays/other holidays/R.H. alone.

Signature :

Designation and Staff No.:

REMARKS OF THE UNIT OFFICER

Forwarded. Official applied C.L / E.L as at Column 9 and the same has been sanctioned.

UNIT OFFICER