

APPLICATION FOR LTC ADVANCE

1. Name the official (In Block Letter):-----
2. (a) Designation and staff No:-----
(b) Permanent or Temporary:-----
[If not permanent , Surety Bond from permanent
Official to be enclosed with the Application.]
3. Unit/office to which attached :-----
4. Basic pay+NPA+SI:-----
5. Date of appointment in the Department :-----
6. Place of home town as declared in the Service Book:-----
7. Particular of LTC availed for previous Block years:-----

Block Year
I) Home Town
II) Anywhere in India

8. Block year for which now proposed to avail:-----
9. Whether avail 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 (farthest point.):-----
12. Proposed Date of onward Journey:-----
13. Probable date of return journey:-----
14. Particular of family members availing the facility :-----

S. No.	Name	Relationship	age	Whether department
--------	------	--------------	-----	--------------------

- 1.
- 2.
- 3.
- 4.
- 5.

15. Class of accommodation propose to be availed in the Railway Journey:-----
16. Amount of advance required:-----

Dated:-

Signature :-
Designation and Employee No:-

DECLARATION

I ----- hereby certify that the above particulars furnished and by me are true and correct

I also undertake to refund LTC advance ----- perform the purposed 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 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 ten 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 entail recovery of the advance in one lump sum from the next drawl of my salary, together with the penal interest @ 2 ½ % over and above the normal interest.

I am aware that if I don't submit LTC bills, within one month from the date return journey, the outstanding LTC advance is recoverable in one lump sum from next salary together with the panel interest @ 2 ½ % over and above the normal interest.

I am also aware that my claim will be forfeited if I fall to submit the bills within 3 months from 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 leave and not during week-end holidays/other holidays/RH alone.

Signature:-----

Designation:-----

Employee ID:-----

REMARKS OF THE UNIT OFFICER

Forwarded official applied CL/EL as at column 9 and the same has been sanctioned

Unit Officer:-----