

APPLICATION FOR L.T.C. ADVANCE

DOC.NO. MNG/ADMIN/1/07
EFFECTIVE DATE 01-01-2012

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 Applicant.)
3. Unit / Office to which attached
4. Basic pay + NPA + SI 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 LTC availed for previous Block Years.
(i) Block Years
(ii) Home Town
(iii) 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. 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. Particulars of family members availing the facility.

Sl. No.	Name	Relationship	Age	Whether dependent

15. Class of accommodation proposed to be availed in the Railway journey :
16. Amount of advance required :

Dated :

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 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 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 lumpsum from the next drawal of my salary, together with the penal interest @ 2 1/2% 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 lumpsum from my next salary together with the penal interest @ 2 1/2% over and above the normal interest.

I am also aware that my claim will be foreited 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 reimburseable only when the journey is performed after any kind of leave and not during week-end holidays/other holidays/RH alone.

Signature :

Designation and

Staff No. :

REMARKS OF THE UNIT OFFICER

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

Unit Officer

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C.
PURPOSE CLAIMED FOR THE BLOCK YEAR :**

1	Name of the Officer	
2	Designation	
3	No. Of days claimed for encashment	
4	Period of EL/CL availed during LTC	
5	EL Balance at Credit	
6 (i)	Basic Pay	
(ii)	Grade Pay	
(iii)	DA	
(iv)	Total	
7	Amount claimed for encashment of 10 days (Will be filled up by the Office)	

Signature

Name of the Govt. Servant

Designation