

APPLICATION FOR LTC ADVANCE

1. Name of the official (in block letters):
2. (a) Designation and Employee Code :
- (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 hometown as declared in the Service Book:
7. Particulars of LTC availed for Block Year  
prevoius Block years (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. Whether LTC advance already taken has  
been settled in full or pending settlement,  
date of the settlement of the prevoius 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 accomodation proposed to:  
be availed in the Railway journey
16. Amount of advance required :
17. The office in which the spouse of:  
the G.S. 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 and Emp. Code:

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 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 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 repuirement will entail recovery of the advance in one lump sum 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 lump sum 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 forfeited if I fail to submit the bill within 3 months from the date of completion of the 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 weekend holidays/other holidays/R.H. alone.

Signature:  
Designation and Emp. Code:

REMARKS OF THE UNIT OFFICER

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

Unit Officer