

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE/PERMISSION

PART-I

1. Name of the Government Employee. (IN CAPITAL LETTERS) :-
2. Designation and Group. :-
3. Date of entering in the Government Service :-
4. Date of superannuation. :-
5. Present Pay & Scale of Pay. :-
6. Whether Permanent/Temporary. :-
7. Home Town as recorded in the Service Book:-
8. Whether Wife/Husband is employee, if so, whether entitled for L.T.C. :-
9. Whether the concession is to be availed for visiting Home Town, if so, Block for which L.T.C. is to be availed. :-
10. (a) If the concession is to visit 'anywhere in India' the place to be visited :-
- (b) Block for which to be availed prior to 50 years/post 50 years. :-
- (c) No. of LTC availed during service career:-
11. (a) Single/with members of family :-
- (b) Mode of journey :- Air/Train/Bus/Ship from the Head Quarters to Home Town/Place of visit by Shortest route.
12. Persons in respect of whom L.T.C is proposed to be availed:-

Sl. No.	Name	Age	Relationship
1)			
2)			
3)			
4)			
5)			

13. Head of Account :-
14. Probable date of commencement of journey:-
15. Whether applied for Leave and Station leave:-
to availed of the Journey.

Contd..P-2.

16) Nature of leave applied for and the period thereof (Commutated leave on Medical Ground shall not be considered) -2-

17. Whether incumbent concerned was a Fixed:- Pay employee. Please indicated the periods, If any.

18. Amount of Advance (if any)

18 (a) I declare that the particulars furnished above are true and correct to the best of my knowledge, I undertake to produce the Tickets for outward journey within 30(thirty) days of receipt of the advance.

18 (b) In the event of cancellation of the journey or I fail to produce the tickets within 30(thirty) days of receipt of advance I undertake to refund the entire advance in 1(one) lump.

19 (a) Certified that my husband/Wife is not employed in Government service.

19 (b) Certified that my husband /wife is employed in Government Service/any other organization (who provides I.T.C/L.T.C facilities) and concession has not been availed of by him/her separately or himself/herself or for any of the members or family of the concerned block of _____ years.

20. Certified that my wife/husband is employed in Govt. Service/other organization(who provides L.T.C/H.T.C facilities) and concession has been availed of by her/him separately or herself/himself, for any of the members of family of the concerned block of ____ years relating to her/him.

Signature of the Government Employee with date.

PART-II
CHECK LIST.

1. Particulars in Col. No.1 to 20 have been verified with the service Book and other relevant documents of the concerned employee.
2. Amount entitled for reimbursement for Rs. _____ (Nos. of Tickets)
3. Advance admissible Rs. _____ Rupees _____
_____) only may be sanctioned.

OR

- The advance is not admissible sine. :-
1. The Official has not completed the minimum service:-
 2. The official has not utilized the earlier advance for the L.T.C. which was not refunded by him/her in time, but subsequently recovered with/without penal interest:
 3. Comments of the D.D.O. (if any).

Signature of the Head of Office & D.D.O (with seal)

UNDERTAKING/DECLARATION

Being fully aware of the terms & conditions as laid down in the Memo No.F. _____
_____ dated _____ conveying sanction/permission
issued by the Head of Office/D.D.O/ in connection with the Leave Travel Concession, I do
hereby affirm to be abide by the said rules, terms & conditions which are indicated below:-

1. I shall submit the final L.T.C. bill for adjustment with in 60 days from date of drawl of advance or within 30 days from the date of completion of journey failing which penal interest @ Rs. 10% is chargeable upon me complete recovery.
2. I shall not undertake journey through any private Travel Agency.
3. I shall produce documentary evidence viz. Rail/Bus/Air Tickets/Reservation slips/Money receipts or any other documents upto substantiate the genuineness of claim.
4. I shall avail Train Journey within one month of the drawal of advance. Otherwise I shall be bound to refund the entire amount forthwith.
5. The family members as proposed to be performed the journey on the basis of the application praying for grant of advance T.A permission shall not be changed or reduced under any circumstance after drawal of advance.
6. The declared place of visit one intimation to the Head of Office/D.D.O shall not be changed either commencement of journey.

Signature of applicant
Designation.
Date-

Counter Singed.

Signature of the Head of Office/
D.D.O. with Seal.