

APPLICATION FOR L.T.C. ADVANCE

1.	Name of the officer (in block letters)	:	
2.	(a) Designation and Staff No	:	
	(b) Permanent or Temporary <i>(if not permanent, surely bond from a permanent official to be enclosed with the application)</i>	:	
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 LTC availed for previous block years	:	
			Block Years (i) Home town (ii) Anywhere in India
8.	Block year for which now proposed to avail	:	
9.	Whether avails CL or EL (Name of -----leave to be mentioned)		
10.	Whether LTC advance already taken has been settled in full or pending settlement, date of settlement of the previous case	:	
11.	Place of visit (farther point)	:	
12.	Proposed date of onward journey	:	
13.	Probable date of return journey	:	
14.	Particulars of the family members availing the facility		
	Sl No	Name	Relationship
			Age
			Whether dependent
15.	Class of accommodation proposed to 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 & Staff No: -----

DECLARATIONS

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

I also undertake to refund the LTC advances in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not alter the place of visit 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 30 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 whatsoever is 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 panel interest @ 21/2% 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 (three) 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/R.H. alone.

Signature: -----

Designation & Staff No: -----

REMARKS OF THE UNIT OFFICER

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

Sanctioning Authority