**APPLICATION FOR L.T.C. ADVANCE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of the official (in Block Letters) | | | | | **:** | |  | | |
| 2 | (a) | Designation & Employee Code | | | | **:** | |  | | |
|  | (b) | Whether 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 in the present Grade | | | | | **:** | |  | | |
| 5 | Date of appointment in the Department | | | | | **:** | |  | | |
| 6 | Place of Home Town as declared in Service Book | | | | | **:** | |  | | |
| 7 | **Particulars of LTC availed for previous Block Years:-** | | | | | | | | | |
| (i) | | Block Years | | | **:** | |  | | |
| (ii) | | Home Town | | | **:** | |  | | |
| (iii) | | Anywhere in India | | | **:** | |  | | |
| 8 | Block Year to which now proposed to avail | | | | | **:** | |  | | |
| 9 | Whether avails C.L. or E.L.  ***(Nature 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 (farthest post) | | | | | **:** | |  | | |
| 12 | Proposed date of onward journey | | | | | **:** | |  | | |
| 13 | Probable date of return journey | | | | | **:** | |  | | |
| 14 | Details of single fare | | | | | **:** | |  | | |
| 15 | **Particulars of family members availing the facility:-** | | | | | | | | | |
| S.No. | | | Name | | Relationship | | | Age | Whether Dependent |
|  | | |  | |  | | |  |  |
|  | | |  | |  | | |  |  |
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|  | | |  | |  | | |  |  |
|  | | |  | |  | | |  |  |
| 16 | Class of accommodation proposed to be availed in the Railway Journey | | | | **:** | |  | | | |
| 17 | Amount of advance required | | | | **:** | |  | | | |

Signature

|  |  |
| --- | --- |
| **Date:** | (Name / Designation / Section /Employee Code /Telephone No.) |

**D E C L A R A T I O N**

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 the advance was drawn.

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 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 onward 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 requirements will entail recovery of the advance in one lumpsum from the next drawal of my salary together with penal interest @ 2½ % over and above the normal interest.

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.

I also undertake 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 / other holidays / RH alone.

|  |  |
| --- | --- |
| Signature : |  |
| Name: |  |
| Designation: |  |
| Section: |  |
| Employee No: |  |
| Telephone No: |  |

**REMARKS OF THE UNIT OFFICER**

Forwarded. Official applied C.L. / E.L. at Col. No. 10 and the same has been sanctioned.

|  |  |
| --- | --- |
|  | (Unit Officer) |