

APPLICATION FOR LTC ADVANCE / INTIMATION

1.	Nam	e of er	mployee (in BLOCK let	ters) :	: Emp. ID								
2.		-	n and date of joining in nt service	:DOJ									
3.	Pres	ent Ba	sic Pay & Level	:	Basic F	'ay			Level .				
4.	Previous Year LTC and Spell of Leave encashment availed if any				: Block /Sub Block year Spell								
5.	LTC going to avail				: Block/Sub Block Year (Extended)								
					a) Home Town (2 years / Every years)								
					b) Any where in India Scheme (2 years / 4 years)								
					c) Ever	y Years Scher	ne HT	/ AWS (N	Not exte	endable)			
6.	Hom	e Tow	n declared by the offici	ial :									
7.	Place to be visited				:								
8.	Nearest Railway station / Airport				: Distance Km								
9.	EL Encashment required (Yes / No) : (if yes, write No. of days))			
10.	. Nature of Leave sanctioned : CL / EL (from to												
11.	Date	of jou	rney to be performed	:	Onward	1		Return					
12.	Deta	ils of n	nembers who will avail	LTC :	(Self ar	nd family)							
SI.	No.	No. Name				Age Date of birth			Relationship				
13.	Deta	ils of J	lourney:										
	ate	Time	From(Station)	Date	Time	To(Station)		Mode of Journey	Class	No. of Fares	Total Fare		

14.		hether spouse employed in Govt. ervice (write Yes/No)	: If ye	s, Joint declaration should be submitted							
15.	To	Total amount claimed by the official : Rs									
	l ce	ertified that the above information	furnished by me are true to	the best of my knowledge and belief.							
			Terms and Conditions:								
	a)	I shall refund the advance amou	unt in full in case the outwa	ard journey is not commenced within the							
		30days of grant of LTC advance.									
	b)	I undertake to produce copy of R	Railway/Bus/Air ticket within	10days from drawl of the LTC advance.							
	c)	•		nth of the completion of journey. I also							
				nonth of the completion of return journey							
				vill be refundable by me in one lumpsum							
	d)	•	•	charged by the Airline for the air journey							
		local transport	narges for any facility / und	due benefit including boarding / lodging							
	e)	•	the ticket at the lowest fare	e available for the destination at the time							
	0)	·		e. I am aware that suppression of any							
		information or furnishing wrong in	•								
Pla	<u>-</u>										
Dat		:									
				(Signature of Government Servant							
				Mobile No							
		(For Fina	ance and Accounts Section	on only)							
The	LT	C advance amount passed for p	payment of Rs	(Rupees							
) which has been noted in the LTC							
Reg	giste	r Serial No Page N	lo								
Des	alina	Assistant C	Countersigned by	Signature of Drawing &							
Dealing Assistant			Controlling Officer	Disbursing Officer							