

14. Whether spouse employed in Govt. : If yes, Joint declaration should be submitted Service (write Yes/No)

15. Total amount claimed by the official : Rs.

I certified 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 amount in full in case the outward journey is not commenced within the 30days of grant of LTC advance.
- b) I undertake to produce copy of Railway/Bus/Air ticket within 10days from drawl of the LTC advance.
- c) I undertake to submit LTC adjustment bill within one month of the completion of journey. I also undertake that if the advance is not submitted within one month of the completion of return journey the full amount along with the penal interest as applicable will be refundable by me in one lumpsum.
- d) I certify that airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility / undue benefit including boarding / lodging / local transport
- e) I also certify that I have booked the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.

Place :

Date :

(Signature of Government Servant)

Mobile No. _____

(For Finance and Accounts Section only)

The LTC advance amount passed for payment of Rs. (Rupees
.....) which has been noted in the LTC

Register Serial No. Page No.

Dealing Assistant

Countersigned by
Controlling Officer

Signature of Drawing &
Disbursing Officer